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COMMANDER
SECOND NAVAL CONSTRUCTION BRIGADE
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COMSECONDNCB/COMTHIRDNCBINST 4400.3
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COMSECONDNCB/COMTHIRDNCB INSTRUCTION 4400.3

Subj: SEABEE SUPPLY MANUAL

Encl: (1) Seabee Supply Manual

1. Purpose. To set forth Supply/Logistics policies and clarify procedures for all Naval Construction Force (NCF) units assigned to COMSECONDNCB AND COMTHIRDNCB. The intent of this manual is to supplement NAVSUP P-485 and other publications and instructions referred herein. Financial management procedures are contained in separate COMSECONDNCB and COMTHIRDNCB instructions.

2. Cancellation. COMSECONDNCB/COMTHIRDNCBINST 4400.3

3. Scope. Although policies and procedures established herein are directed toward U. S. Naval Mobile Construction Battalions (NMCBs), active and reserve, they are also applicable to other NCF units.

4. Changes. This instruction is a major revision of the previous issue. In the interest of clarity, symbols to denote deleted, revised or added paragraphs are not reflected.

5. Action. Implement the policies and procedures contained in enclosure (1). COMSECONDNCB and/or COMTHIRDNCB, as required, must approve any deviations from these policies and procedures. Recommendations for improvement of this manual are encouraged and should be submitted to COMSECONDNCB (N4) and COMTHIRDNCB (N4).



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SEABEE SUPPLY MANUAL
INSTRUCTION 4400.3

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CHAPTER 1

ORGANIZATION AND ADMINISTRATION

Section I: General

1000. INTRODUCTION. The SEABEE Supply Manual is issued to provide policy and guidance for personnel engaged in NCF supply operations. Procedures for financial management and inventory control are amplified and supplemented in this instruction. Refer any apparent conflict between this instruction and other directives to appropriate Type Commander's Logistics Department for interpretation or resolution.

1100. ACTION AND AUTHORITY. The procedures in this manual are mandatory. This instruction does not replace instructions issued by higher authority, but rather sets policy not stated elsewhere and clarifies procedures when the Type Commander (TYCOM) is afforded an option. Use it as an amplifying directive to NAVSUP P-485, NAVSO P-3013, SNAP Desk Top Guides, and other publications referenced throughout this instruction.

1200. ASSISTANCE. The offices of the COMSECONDNCB and COMTHIRDNCB Assistant Chiefs of Staff for Logistics are located in Norfolk, Virginia and Pearl Harbor, Hawaii respectively. In addition, logistics representatives are located in Camp Mitchell Rota, Spain; Camp Moscrip Roosevelt Roads, Puerto Rico; Camp Shields, Okinawa; and Camp Covington, Guam. Personnel of all TYCOM Logistics Management Organizations at Headquarters and in the field are available for advice and assistance as required by NCF units. Requests for assistance when questions or problems arise in any functional area of logistics are encouraged. Supply Officer reporting to NCF units should visit Headquarters for a familiarization briefing before relieving.

1300. Relieving Procedures. Relief of the Battalion Supply Officer (S4) in Homeport will be in accordance with NAVSUP P-485, paragraphs 1160 through 1163. While deployed, in addition to and in amplification of the information required in paragraph 1163 of NAVSUP P-485, include the following information in the relieving letter:

- a. A statement about the status of discrepancies noted in the most recent TYCOM MAV/LMA or turnover letter.
- b. A statement about stock record accuracy should specify all categories of repair parts (ARP, CTR, COMM, WEPS, CSR, CAMP, CUU, 782, ECWS, (Kits Organic (KITO), and Kits Augment (KITA)).
- c. A statement about the financial status of the General Mess.

- d. A statement that indicates both Supply Officers have reviewed MicroSNAP SMS and FSM access.
- e. A statement indicating both Supply Officers have reviewed Micro-SNAP management reports and files and provided comments to the accuracy and completeness of management records and files.
- f. A statement showing the status of Automated UL processing.
- g. A statement indicating the status of stock deficiencies per the latest trial reorder.
- h. A statement indicating all accountable OPTAR balances.

Note: For relief of S4 functions and responsibilities between Battalions, such as at Camp turnovers, additional and detailed procedures are contained in Appendix B.

1400. **SUPPLY OFFICER'S MONTHLY REPORT TO COMMANDING OFFICER.** Submit to the Commanding Officer a monthly report (by the 10th of the following month) on the status of the Supply Department (use format in Appendix H). Routinely providing the Commanding Officer with information on the "pulse points" of the Supply departments serves a dual purpose. For the Commanding Officer, it assists in evaluating the status of a key department. For the Supply Officer, the information gathered serves as a tool for assessing the health of the Department.

1500. Security. Strict adherence to the security measures for Supply spaces contained in NAVSUP P-485 is imperative. Additionally, it is Brigade policy that keyless padlocks, NSN 9Z5340-00-285-6523, be used to secure CUU Issue Storerooms.

SECTION II: NAVAL CONSTRUCTION FORCE COMMAND RELATIONSHIPS

1600. Introduction. The detailed functions and responsibilities of all NCF commands are contained in NAVFAC Publication P-315. See Illustration 1-1.

1601. Naval Facilities Engineering Command (NAVFAC). NAVFAC provides initial outfitting and technical support to the NCF with OP-44 in OPNAV as the CNO sponsor.

1602. Commander, SECOND Naval Construction Brigade, (COMSECONDNCB) and Commander, THIRD Naval Construction Brigade, (COMTHIRDNCB).

COMSECONDNCB and COMTHIRDNCB provide command, operational and administrative control, and logistics guidance to assigned NCF components. The logistics function is assigned to Code N4.

1603. COMSECONDNCB/COMTHIRDNCB Logistics Representatives (LOGREPs). LOGREPs are at Camp Mitchell, Spain; Camp Moscrip, Puerto Rico; Camp Covington, Guam; and Camp Shields, Okinawa. They assist camp and detail sites in supply and logistics functions, and act as liaison between battalion, host command support personnel, and local material suppliers. Specific duties and responsibilities are detailed in Appendix N.

1604. Naval Construction Regiments (NCRs). NCRs provide command, administrative, and operational control of two or more NMCBs as assigned. They also develop construction project plans and estimates, assign construction projects, and direct redistribution of equipment and materials within their area of cognizance as necessary. The homeport regiments (31ST NCR and 20TH NCR) are responsible for training of NMCBs while they are in homeport. During mobilization, these regiments will coordinate the movement of NMCBs, both active and reserve, through Port Hueneme and Gulfport respectively.

1605. Naval Construction Battalion Centers (CBCs). Two CBCs, located at Port Hueneme, California and Gulfport, Mississippi, provide direct support to the NCF by serving as a logistics support point and as the homeport for active battalions. The CBCs also coordinate and provide critical material support.

1606. The Seabee Logistics Center (SLC). The SLC provides services in the area of planning and analysis, program management, and material and equipment management. SLC coordinates, updates and maintains the dynamic data bases which represent Tables of Allowance (TOAs), Consolidated Seabee Allowance Lists (COSALs) and Consolidated Shore Based Allowance Lists (COSBALs).

1607 NMCB Organization. The NMCB is organizationally structured for the dual purpose of construction and military support operations to achieve its assigned mission of construction, defense, and disaster preparedness operations. NAVFAC Publication P-315 contains the complete organizational structure for NMCBs and other Naval Construction Force (NCF) Units. See Illustration 1-2.

SECTION III: NMCB SUPPLY/LOGISTICS DEPARTMENT ORGANIZATION

1700. General. A typical NMCB Supply/Logistics Department organizational chart is shown on Illustration 1-3.

1701. Supply Officer. The Supply Officer will be an officer of the Supply Corps. This officer is responsible for, and will supervise, all functions of the Supply Department. Specific duties and responsibilities are outlined by Navy Regulations and various Naval Supply Systems Command (NAVSUPSYSCOM) manuals and publications. All officers and enlisted personnel assigned to the department are subject to the Supply Officer's orders. During an absence of the Supply Officer, the Assistant Supply Officer will assume the duties and authority of the Supply Officer.

1702. Assistant Supply Officer (ASUPPO). The Assistant Supply Officer shall be assigned such duties as the Supply Officer directs. The ASUPPO normally serves as the Services Division Officer and, in the absence of the Supply Officer, will assume full responsibility for the proper operation of the entire Supply Department. Appropriate Navy Regulations, directives, and publications of NAVSUPSYSCOM also govern these responsibilities.

1703. Collateral Duties

1. General. Command collateral duties are generally promulgated by separate Battalion instructions/notices. As an example, the Supply/Logistics Department is normally required to assign personnel for the following collateral duties:

- a. Air Detachment representatives - one SK and one alternate.
- b. Embark Representative - one PO and one alternate. The Assistant Supply Officer may be assigned as Embark officer if these duties, in the Supply Officer's opinion, do not overload them.
- c. Command Training Team/HRC Representative - one PO and one alternate.
- d. Headquarters Company - Reserve Force Defensive Operations.

2. Supply Department Military Division Officer. Normally, an officer or senior enlisted member in the Supply ratings will be assigned the collateral duty of Supply Department Military Division Officer. Their function will be to act in the areas of military, personnel, and department administration. Duties and responsibilities related to this function are as follows:

- a. Coordinate and provide overall military supervision for personnel assigned to the Supply Department.
- b. Maintain liaison with other Department and Company Commanders regarding military matters.
- c. Ensure that the military organization established by the "H" Company Commander is followed.
- d. Conduct inspections of Supply Department personnel berth-ing spaces as required.
- e. Ensure that the departmental training program is effective in supporting professional growth and operational readiness.
- f. Ensure enlisted performance evaluations are submitted on time.
- g. Review all personnel enlisted evaluations submitted by Supply Department supervisors prior to submission to the Supply Officer.

3. Supply Department Leading Chief Petty Officer. Normally, the senior enlisted man in the Supply Department will be assigned the collateral duty as the Supply Department Leading Chief Petty Officer. His primary function will be to assist the Supply Department Division Officer in the accomplishment of their duties.

4. Divisional Collateral Duties. Occasionally, each division of the department shall be required to assign qualified personnel to the following functions:

- a. Embark (as required)
- b. Training Petty Officer
- c. Safety Petty Officer

1704. Enlisted Manning. The assignment of enlisted personnel (including OF-13 ratings) to specific duties within the Supply Department will be at the discretion of the Supply Officer. The current Navy Manning Plan (NMP) allowance can be obtained from the battalion manpower allowance available in the Personnel Office.

Recommended OF-13 Augment Personnel

Central Tool Room

POIC - BU1/SW1 (Tool Tech NEC)
Kit Custodian - PO2
Counter Clerk - P03/BU Striker
Power Tool PM - CE2/3
Small Gas Engine PM - CM3/CMCN

Automotive Repair Parts Storeroom

Warehousemen - two EOs and/or CMs
Technical Publications Librarian - CM3/2

Material Liaison Office

POIC - BUC/BU1
Warehouse POIC - PO2
Yard POIC - PO1
Crew (technician) - UT, CE, SW, EO
Expediter and Delivery - at least one PO

Laundry

As required, but at least four for one shift or six for two shifts.

Food Service

Food Service Attendant (FSA) manning is addressed in Chapter 9.

1705. Services Division Organization.

1. Introduction. The Services Division is responsible for Disbursing functions, Food Service operations, and Personal Services (i.e., laundry, barbershop, post office and retail store.)
2. Services Division Officer. The Services Division Officer will normally be the Assistant Supply Officer. He handles the administrative functions of the Services Division and is responsible for management and the procurement, receipt, storage, accountability, and disposition of all material, equipment, subsistence items, and

financial assets under the cognizance of that unit. The Supply Officer exercises supervisory control over the Services Division Officer.

3. Food Service.

a. The Food Service functional area performs all functions of a Navy galley, when established, including the sale of meals. Food Service is also responsible for the operation of the Wardroom Mess/Officers Quarters, CPO Mess/CPO Quarters, mess attendant supervision, and rotational personnel supervision. The Food Service for all messes is provided from the galley and individual responsibilities are outlined by NAVSUP P-486 and Appendix I.

b. Food Service Officer. One of the primary duties of the Assistant Supply Officer is to be the Food Service Officer (FSO). The FSO is responsible for all Food Service functions as outlined in NAVSUP P-486.

4. Disbursing.

a. Disbursing functions include Leave and Earnings Statements maintenance; timely data input into DJMS; military paydays; allotment preparation and execution, reenlistment bonuses and lump-sum leave payments, preparation and transmittal of financial returns and disbursing reports; travel and per diem claims computation, payment, and payment of dealers bills. The Disbursing consist of two basic functional areas, Fiscal Section and Military Pay Section.. These functions are accomplished in accordance with appropriate NAVCOMPT Manuals, PAYPERS Manual, JTR, and other applicable directives.

b. Disbursing Officer. The Disbursing Officer is an officer of the Supply Corps ordered to duty in the Battalion as the Disbursing Officer. They will be personally accountable for public monies in their custody, supervise all Disbursing functions, and exercise management control of the Disbursing Branch. Their specific duties and responsibilities are outlined by NAVSUPSYSCOM Manual, NAVCOMPT Manuals, and Navy Regulations. The Disbursing Officer also serves as the Assistant Supply Officer.

5. Laundry. When operating, the Laundry is responsible for washing and pressing battalion personnel Camouflage Utility Uniforms (CUUs), and such other laundry items as required by the Supply Officer and Personal Service Officer.

6. Barbershop. The Barbershop is responsible for the cutting of hair of Battalion personnel on a no-cost basis.

1706. POSTAL OPERATIONS. Functional transfer of Postal Operations to Supply Department took effect 1 April 1993. Transfer of Postal Operations to the Supply Department does not relieve the Administrative Department of its responsibility for the internal control of official mail, including the custody and affixing of stamps for official mail. Postal Officers must be designated in writing by the Commanding Officer. To perform their duties, Postal Officers will utilize OPNAVINST 5112.6 (series); "DON Postal Instruction," DOD 4525.6-m "DOD Postal Manual," "Postal Finance Officers Handbook,". Specifically units deployed to SECOND Brigade sites will also utilize CINCLANTFLT INST 5110.1 (series), units deployed to THIRD Brigade sites will also use the, "JMPA Pacific Military Post Office Guide." The leading Postal Clerk will be assigned as the accountable Custodian of Postal Effects (COPE) and will be responsible for the day to day operation of the Battalion Post Office.

1707. Stores Division Officer. The Stores Division Officer will normally be the Senior Storekeeper. They will assist the Supply Officer in the administration of the department, and are responsible for the management of the Supply Office and all related functional areas.

1. Personnel Assignments. Most Storekeepers will be assigned to Stores Division. Addition-ally, a variety of other skills are assigned to augment the division in areas where construction technical expertise is needed. Upon request of the Supply Officer, assignments are reviewed and approved by the battalion Operations Officer.

- a. Automotive Repair Parts Storeroom. The Automotive/Construction Equipment Repair Parts Storeroom is responsible for the receipt storage, issue, and inventory control of all CESE repair parts and technical manuals.
- b. Central Tool Room (CTR). CTR is responsible for the receipt, storage, issue, inventory control, and preventive maintenance of all tools including kits, augment, special and power tools.
- c. Central Storeroom (CSR). The CSR will be responsible for the receipt, storage, issue, shipping, and inventory control of communications repair parts, weapons repair parts, office supplies, forms, and consumable material.
- d. Infantry Gear and CUU Issue. The Infantry Gear and CUU Issue Section is responsible for the receipt, storage, issue, and inventory control of individual combat equipment (782 gear), Camouflage Utility Uniforms, (CUUs), Extended Cold Weather System (ECWS) (if maintained on site), and other organizational clothing Radiac gear, and CBR gear will be maintained by this outlet.

- e. Camp Maintenance Storeroom. The Camp Maintenance Store-room is responsible for the receipt, storage, issue, and inventory control of hardware supplies and replacement parts for Camp facilities and Camp equipment (non-TOA). This outlet may be located in a BRAVO Company space depending on Camp layout.

1708. Material Liaison Officer (MLO) Officer. The MLO will be responsible for procuring, receiving, storing, issuing, shipping, transferring, and accounting for all construction project material; for maintaining related inventory, accountability, and financial records and files; and for the preparation of correspondence and reports relating to construction material.

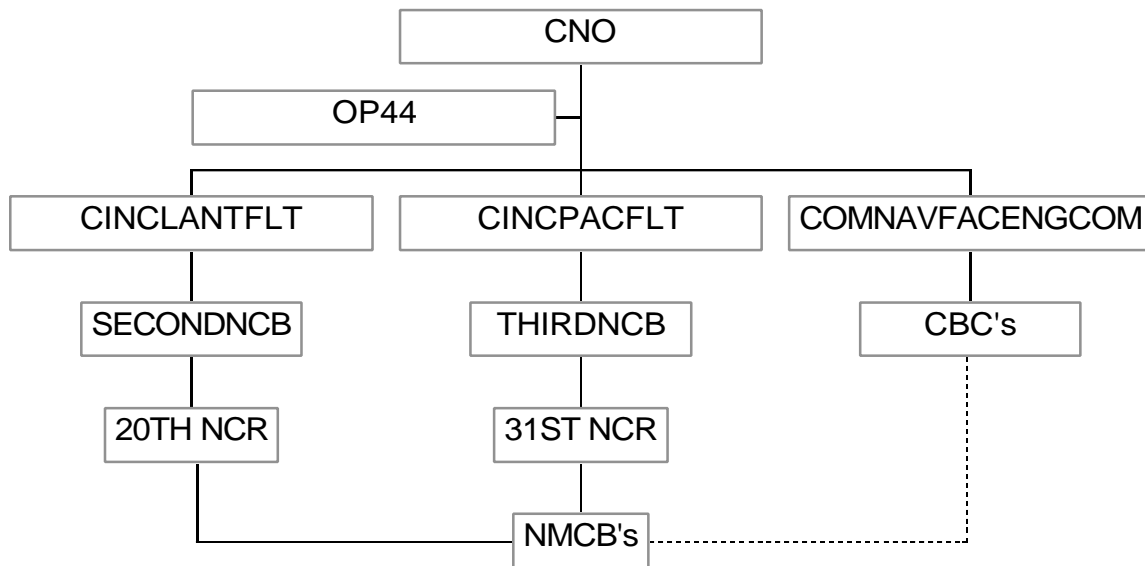
1709. General. The MLO Division Officer is normally a Civil Engineer Corps Officer assigned to the Supply Department. In addition to their duties as a Division Officer, the MLO Officer serves as liaison between the Supply Officer, the line companies and S3. The MLO Officer will keep abreast of material conditions, requirements, excesses, and overruns. They initiate surveys of damaged items and replace or repair them as appropriate. Their conduct in dealings with contractors will be strictly governed by DoD 5500 series. The Supply Officer may assign the MLO Officer other duties.

1. Personnel Assignments. The Operations Officer will assign enlisted personnel (from OF-13 ratings) to MLO. The Supply Officer is responsible for reviewing the quality and experience of personnel assigned and ensuring that the assignments are equitable relative to the talent available in the battalion.
2. Permanent MLO Personnel. Military personnel and/or civilians to maintain continuity may provide MLO functions. Permanently assigned to the various deployment/detail sites to assist in financial and material management, civilian personnel are employed at Camp Olson, Sigonella, Italy; Camp Covington, Guam and Camp Shields, Okinawa; to assist in the procurement of project material and the maintenance of MLO records and files.
3. Material Functional Area. The Material Functional Area is responsible for the receipt, storage, issues, and inventory control of all construction project material. It is also responsible for the inventory control and proper utilization/disposal of all excess project construction material.

4. Administrative Functional Area. The Administrative Functional Area is responsible for local procurement actions, timely preparation of required reports and related correspondence, and the maintenance of records and files.

1710. Mount-out Organization. The Supply Officer shall assign personnel to a mount-out organization to carry out an efficient and expeditious operation. Various OPLAN's and local instructions noted in Appendix F delineate S4 responsibilities in carrying out the department's mission in support of the mount out.

1800. Micro-SNAP. The SFM subsystem of Micro-SNAP functions in the same manner as the SFM subsystem of SNAP II with few minor enhancements. The P-485 contains guidance concerning security procedures, file maintenance, reports management, and operational and back-up procedures required to manage the SFM subsystem of Micro-SNAP. Procedures unique to the NCF, Micro-SNAP, or any Brigade unique instructions will be listed within this instruction in the appropriate Chapter/Appendix.



_____ SUPPLY SUPPORT

ILLUSTRATION 1-1

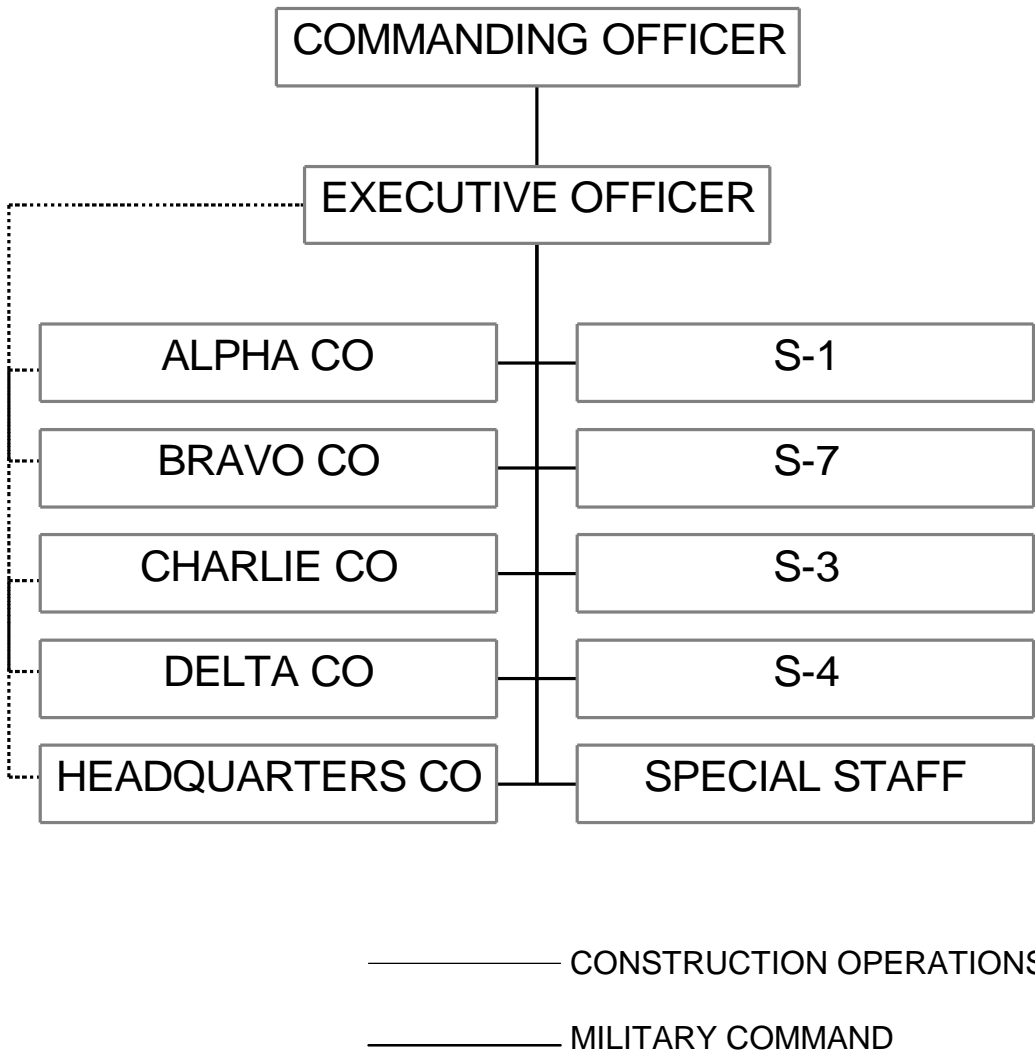


ILLUSTRATION 1-2

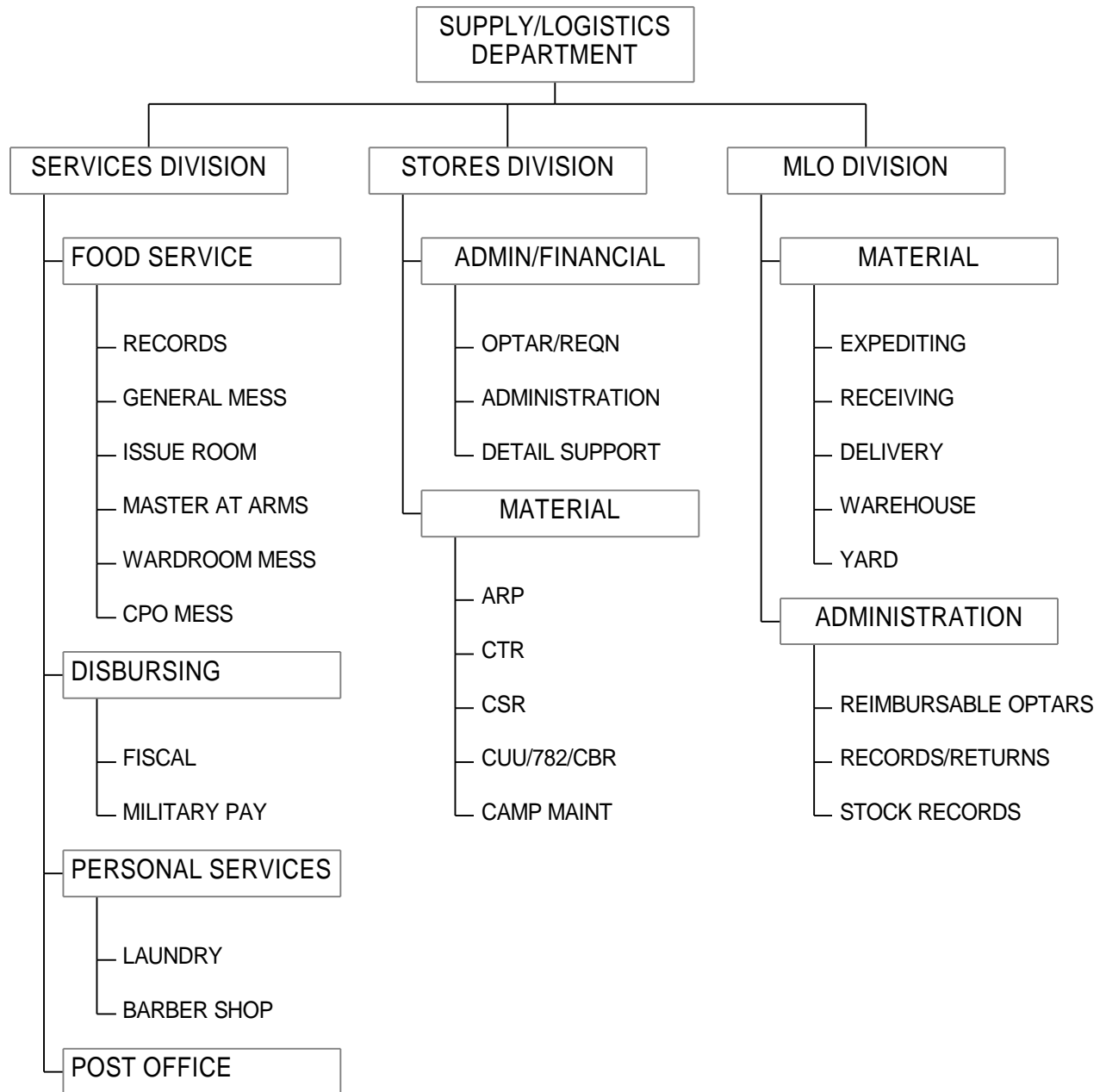


ILLUSTRATION 1-3

CHAPTER 2

MATERIAL IDENTIFICATION

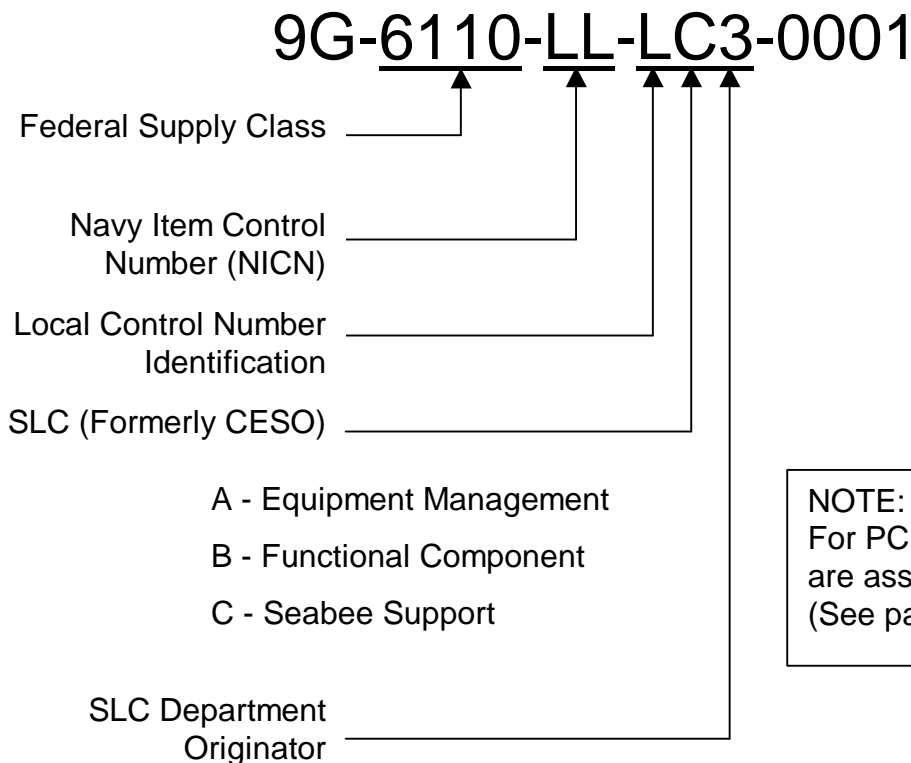
2000. Seabee Material Identification. This chapter provides information regarding material identification and sources of information for Seabee-peculiar material. Allowance list descriptions and definitions of terms are included.

2001. Navy Item Manager (2C COG). The Seabee Logistics Center (SLC), Port Hueneme, is Navy Item Manager for Seabee-unique 2C COG material, reviews, researches, and catalogs new items. The SLCs' Supply Departments procure and stock these items.

2002. NCF-Peculiar Stock Numbers

1. General. New NCF-peculiar items are assigned either a local Temporary Control Number (LTCN), a Permanent Control Number (PCN), or a Technical Manual Identification Number as applicable.

2. Local Temporary Control Number (LTCN). A TCN is an interim number to permit item entry into the CBC/SLC systems pending the assignment of a National Stock Number (NSN) by the Defense Logistics Services Center (DLSC).



NOTE:
For PCN: ALPHA characters
are assigned
(See paragraph below)

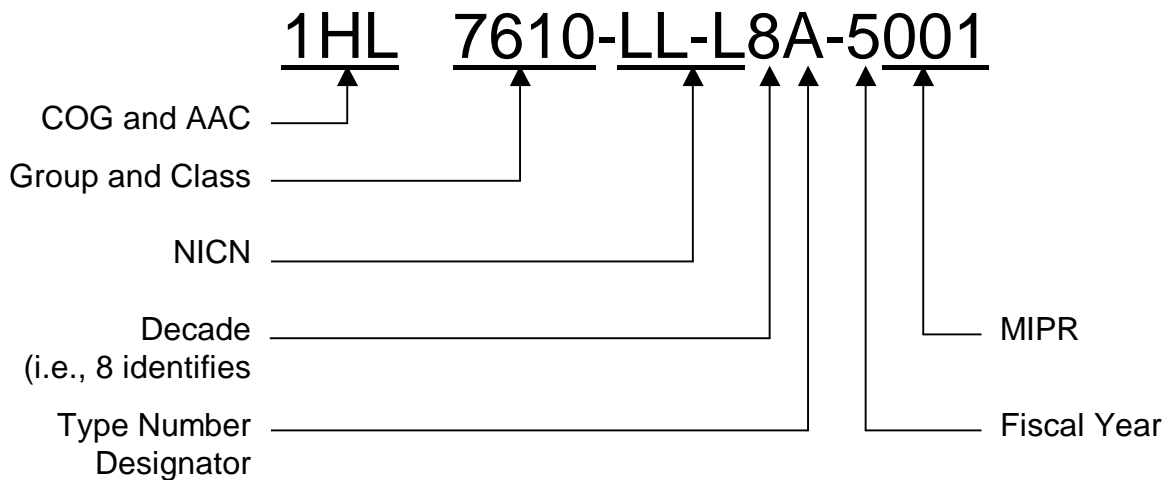
3. Local Permanent Control Number (LPCN). A PCN is assigned to items that will not be given an NSN. PCNs are identified by an ALPHA character in the ninth digit of the control number (i.e. 6110-LL-LCA-0001). The ninth digit identifies the originating department within the SLC.

- A. Equipment Management
- B. Functional Component
- C. Seabee Support
- D. 0 = Unassigned

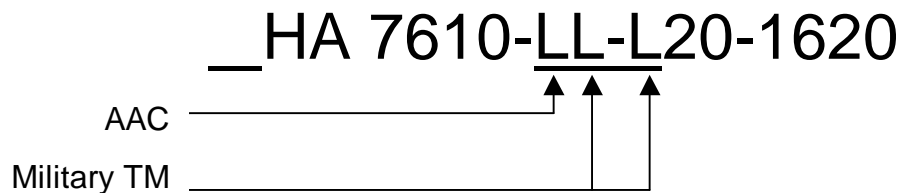
2003. CESE Technical Manual Identification Number System.

1. General. The SLC assigns stock numbers to commercial and military equipment technical manuals.

a. Commercial Equipment Technical Manual Number



b. Military Equipment Technical Manual Number



2100. Allowance Lists. Allowance lists are published and promulgated to identify the necessary supplies, equipment, and parts to support NCF units in the event of a contingency deployment. The Navy Inventory Control Point (NAVICP) and the SLC are jointly responsible for the development and update of COSALs. The SLC has sole responsibility for the development, publication and biennial update of the NCF TOAs.

2101. Definitions

1. Organic CESE. Refers to Civil Engineer Support Equipment in the Table of Allowance.
2. Augment CESE. Special mobile and construction equipment not in the allowance list, but which are on site to supplement allowance equipment and/or to satisfy special equipment requirements.
3. Parts Common. Refers to repair parts, normally consumable in nature, that may be used in different makes, models, and types of vehicles from different manufacturers, (i.e. rubber hoses, nuts and bolts).
4. Parts Peculiar. Refers to repair parts with application limited to a specific model, type, and/or manufacturer's equipment (i.e., carburetors and fuel pumps).
5. Maintenance Code. An alpha code assigned to each repair part in the COSAL to identify the level of maintenance authorized to repair, replace, and dispose of that item. These codes are used in the COSAL range determination process. They are listed and defined in Appendix C of the CESE COSAL Introduction.
6. NAVSUP Modifier. Identifies the repair parts support of equipment listed in ABFC P25. The term "modifier" is another word to describe repair parts "assemblies" in the TOA.
 - a. NAVSUP MOD 96 = Assy 05402 Repair Parts Common
(mini) Air DET/Detachments
 - b. NAVSUP MOD 97 = Assy 05400 Repair Parts Common (large)
 - c. NAVSUP MOD 98 = Assy 05401 Repair Parts Peculiar

7. Unit Load (UL) Number. A number assigned to each COSAL to identify the respective camp, the update series, the NAVSUP modifier, and the activity/unit.
8. USN Registration Number. A unique number assigned to each piece of CESE and Material Handling Equipment (MHE) as defined in the "Management of Equipment Manual" (NAVFAC P-300).
9. Equipment Code. Identifies the type of equipment and its accessories and attachments (NAVFAC P-300 and NAVFAC P-404).
10. Allowance Parts List (APL). CESE COSAL APLs are identified with "95" as the first two digits of the APL number. The third, fourth, and fifth digits identify the group number of assemblies or sub-assemblies and the last four are arbitrary sequential numbers. The group number identification is listed in Appendix C of the COSAL Introduction.
11. Advanced Base Functional Component ABFC. The ABFC system is the tool used by the Navy to provide logistic support to the Civil Engineer Support Plans. A component is a grouping of personnel and material designed to perform one specific function or to accomplish a particular mission at an advanced base. (The P25 is the component for a Naval Mobile Construction Battalion.) The components, and their associated facilities and assemblies, are complete entries which are detailed to the NSN level. An itemization of the material in each ABFC is presented in its respective Advanced Base Initial Outfitting List (ABIOL). OPNAV 41P3B Table of Advanced Based Components with Abridged Initial Outfitting List (June 3 1987), and NAVFAC P-437, Facilities Planning Guide, Volume I and II (1987), are two general purpose publications used by facilities, logistics, and construction planners.

2200. Table of Allowances (TOA)

1. The TOA system is the CNO/NAVFAC program used to develop and maintain all NCF, CNO, and Special Operating Unit (SOU) allowances. TOAs list material, tools, and equipment required to provide the capability to allow the unit to meet operational requirements. The TOA represents the best selection for providing general construction capability, support of the unit mission, and the performance of an assigned mobilization mission in contingency, wartime, or disaster recovery operations. The NMCB TOA system is designed to sustain construction operations in a temperate climate for 60 days without

resupply. Fuel is limited to three days, and subsistence is limited to fifteen days (MREs for 5 days and T-rations for 10 days).

NOTE: AMMUNITION IS NOT A PART OF, OR LISTED IN, TOA'S AND IS MANAGED IN ACCORDANCE WITH CINCLANTFLTINST C8010.4B AND CINCPACFLTINST 8015.1 SERIES, AMMUNITION REQUISITIONING AND REPORTING GUIDE (Fleet Directives).

2. Each NCF unit has a CNO approved TOA, a consolidation of all SYSCOM's ABIOLs, tailored to meet the Naval Construction Force (NCF) mission requirements. The TOA enables the NCF units to carry out the operational requirements contained in OPNAVINST 5450.46(Series). When assigned projects require tools or equipment in excess of the Unit's allowance, the TOA is augmented by the responsible Type Commander.
3. There are other Tables of Allowance, each with a corresponding Advanced Base Functional Component (ABFC). The following are common TOAs:

<u>TOA</u>	<u>ABFC</u>	<u>DESCRIPTION</u>
TA-01	P25	NAVAL MOBILE CONSTRUCTION BATTALION (NMCB)
TA-11		NAVAL CONSTRUCTION REGIMENT
TA-12	P3	NAVAL CONSTRUCTION BRIGADE
TA-13	P31	NAVAL CONSTRUCTION FORCE SUPPORT UNIT (NCFSU)
TA-17	A12	NAVAL BEACH GROUP (NBG)
TA-18	B4H	CONSTRUCTION BATTALION UNIT (CBU)
TA-19	P5	CONSTRUCTION BATTALION, MAINTENANCE UNIT (CBMU)
TA-67	P1A	AMPHIBIOUS CONSTRUCTION BATTALION (PHIBCB)

2201. Organization. Equipment and supplies listed in the P-25 are segregated by type of material or functional categories, and grouped into Echelons. An echelon is a major configuration (sub-component) of personnel, material and equipment organized to support a general level of operations. An echelon is a segment of the TOA, pre-planned to accommodate both contingency (wartime and disaster), and routine operations. Historically the NMCB TOA, P25, consisted of three echelons; AIR DETACHMENT (P25A), AIR ECHELON (P25C), and SEA ECHELON (P25D). This

scheme of echeloning is being changed to a modular TOA for NMCBs. This modular concept of echeloning will allow greater flexibility in deploying portions of the NMCB as detachments. Within these echelons are assemblies, facilities and groups. An NMCB is required to be ready to deploy either as a complete unit or in a task organized element with a portion of the TOA. While deployed, all NMCBs are required to be capable of redeploying with their entire TOA in six (6) days, and NMCBs will be capable of deploying their Air Detachment within 48 hours.

1. AIR DETACHMENT (AD) P25A. The primary mission of the AD is to repair war damage and construct urgent projects. Designed to support the AD personnel with tent camp facilities, supplies and equipment, AD material remains packed and ready to deploy. AD allowances be maintained at 100% on-hand at all times. AD material is never used to support day to day operations of the main body Seabee camp (Rota, Spain; Roosevelt Roads, Puerto Rico; Okinawa, Japan or Guam) or to support deployment of NMCB personnel to detachments. The AD is composed of approximately 89 personnel, 36 pieces of CESE, 11 TRICONS of material, and mobile-loaded tent camp facilities. Categories of material shipped include an 89 person tent camp, tool kits, medical supplies, weapons equipment, communication equipment, weapons repair parts, subsistence items, CESE and CESE repair parts (MOD 96). Each NMCB is required to be capable of deploying AD personnel and material within 48 hours of the deployment order. The AD may be deployed independently or with the Air Echelon. AD material is not used without approval of the Type Commander's Logistics Officer (COMSECOND/COMTHIRD Naval Construction Brigades N4).
2. AIR ECHELON (AE) P25C. The primary mission of the AE is to repair war damage and perform horizontal and vertical construction. It contains the majority of material required to support an NMCB. It is designed to be capable of air shipment. It contains facilities, support equipment and other supplies and is required to be ready for air shipment within 6 days for deployed battalions and 10 days for homeported battalions. The AE is composed of 650 personnel, approximately 99 pieces of CESE and a 750 person tent camp.
3. SEA ECHELON (AS). The Sea Echelon contains follow-on material that is not considered critical for the first 30 days of operations in the field or can not be air shipped. The AS consists of approximately five 20 foot containers. Material packed in the Sea Echelon includes the CUU back-up storeroom, 97 pieces of CESE and the Command Post Bunker. Normally, the AS is shipped by vessel along with the Air Echelon portion of the TOA. It is prepackaged and stored at each of the camps and homeport and should not be used during

normal main body Seabee camp operations with the exception of CUU back-up storeroom items and CESE.

2202. TOA Structure

1. SECTION. A section is a major category (subdivision) of material identified by a 2 digit number. Each section number identifies a category of personnel, material, or equipment in the TOA. There are 28 sections of material ranging from personnel to CESE in the NMCB TOA.
2. GROUPS/FACILITIES. Facilities and Groups are on the same material management level in the TOA Hierarchy, but are configured differently.
 - a. A facility is a pre-engineered functional design. It is not equipment and supplies used together, but items that fit together as a specialized system. Troop emergency housing and shower bath units are examples of a facility. Facilities are always numbered 1 through 9.
 - b. A Group is a functional sub-division of a section consisting of material, equipment, and facility collateral used for a similar purpose such as Alfa Company tools or communications equipment.
3. ASSEMBLIES AND EQUIPMENT CODES. These two categories of material also function at the same material management level relative to each other.
 - a. Assemblies contain a list of individual stock numbered items tailored to support a specific task, type of crew, or equipment. Assemblies are subdivisions of Groups/Facilities and identified by a five-digit number. A 16x32 general purpose tent (10023) is an example of an assembly.
 - b. An Equipment Code (EC) identifies the type of equipment and it's accessories and attachments. An EC is assigned to different types of CESE identified with a six (6) digit number.

If an Alpha seventh digit appears,
it is an Equipage item related to an EC.

EXAMPLE:	372002	Water Rig
	372002 <u>A</u>	Equipment Code Suffix

2203. TOA Content

1. The TOA contains four divisions:
 - a. Group/Facility cross-reference is numerically sequenced and cross-referenced to the description (title), quantity (number of Group/Facility applications), and the Section locations.
 - b. Assembly/Equipment Code cross-reference is in assembly number/EC number sequence cross-referenced to the description (title), quantity (of Assy/EC per Group), and the Group number.
 - c. The Abridged portion of the TOA is provided for management. It contains a summary of management data for assemblies without individual line items within a group/facility, and groups/facilities within a section. The document provides the computed total weight, cube, and dollar value of each section in each echelon. The abridged portion does not contain individual stock numbers. The abridged portion is arranged in numerical sequence by Section, Group/Facility, Assembly/EC number.
 - d. Unabridged portion of the TOA is a summary of management data for Assemblies containing a list of sequenced, individual stock numbers. The unabridged portion contains the required quantities of Group/Facility "A" in the allowance, and shows the required quantity for one Assembly "B". The Assembly section lists the NSN quantities contained in one assembly. A total is given for the weight, cube, and cost of one assembly, and the quantity is extended to include the total quantity required. The Unabridged portion of the TOA is arranged in numerical sequence (by Section, Group/Facility, Assy/EC and stock number).

2204. TOA Related Publications. Publications used in conjunction with the TOA are the NCF Substitute Item List and the NCF Assembly List. These are distributed by SLC upon request. The following are part of the TOA distribution package.

1. Consolidated Cross-reference/MTO Alpha Sequence and NIIN Sequence. The Consolidated Cross-reference/MTO is a list of all TOA allowed items. It provides the total allowance quantities for each item found in the TOA. Additionally, the applicable Assemblies, Groups, and supply management data are provided. It is published in Alphabetic Sequence (Alpha) and Numerical Sequence (NIIN). The Alpha sequence is in nomenclature/description

alphabetic sequence and is used when only the name or description is known. The NIIN sequence is used when the stock number is known.

2. Record of Change (ROC). The ROC is a summary of the TOA changes that occur during the update period. Item addition, replacement, and deletion changes are a result of operating unit recommendations, health and welfare considerations, and state-of-the-art improvements. Stock number, substitute item, cognizance symbol, unit price, and unit of issue changes are "system" generated. The change is published biennially in conjunction with publication of the revised TOA. Changes in the ROC are entered into the TOA of the same publication year. The following are the various types of changes to the TOA:
 - a. True Adds. An "Add" is a new item.
 - b. Quantity Changes. The quantity change may be an increase or decrease to the previous allowance.
 - c. Replacements. Items are normally replaced because of state-of-the-art changes, unavailability of the original item, or other considerations such as safety, etc. Items being replaced should be retained on board and used as substitutes until supply is exhausted. However, items being replaced due to potential personnel hazard should be disposed of immediately and the replacement items ordered.
 - d. Deletion. Deleted items not listed in the current TOA NIIN MTO should be disposed of in accordance with existing procedures unless otherwise directed by higher authority.
 - e. NSN/NICN Changes. A previously listed item with a new stock number.
 - f. Unit of Issue, Cognizance Symbol, Federal Supply Classification (FSC) Changes.
 - g. New Group or Assembly. Newly assigned Group or Assembly, or a transfer of an Assembly to a new Group.
3. National Stock Number Breakdown of Sets, Kits, and Outfits (SKO) Assembly 07295. Stock numbered items with a unit of issue of set, kit, or outfit are made up of smaller pieces or an assortment of items that are alike but in different sizes. The SKO provides information and an illustration of the parts and pieces that make up the sets, kits, or outfits.

- a. Format. The SKO contains an alphabetical listing of abbreviations and the manufacturers of items appearing in the publication. The NSN breakdown section is in NSN sequence and the components are in NSN/NICN/PN sequence. In addition, the NSN section shows an illustration (when appropriate), the manufacturer, the applicable assemblies, and pertinent notes.
 - b. Method of Use. SKOs are identified by NSN/NICN in the TOA. To find an item, locate the stock number in the NSN section, then piece/pieces required. For part-numbered items, the manufacturer is listed in the "Reference" block. The Commercial and Government Entity Code (CAGE) will be found in the alphabetical list of manufacturers.
 - c. Publication and Distribution. SLC updates, publishes, and distributes the SKO every two years. Additional copies may be requested under PCN 0525-LL-LCC-0751.
4. NCF Substitute Item List.
 - a. The Substitute Item List is an aid to determine if a stock numbered item is an acceptable NCF substitute. The Prime NSNs are listed in the current TOA while the substitute NSNs include "replaced" items that may be on board and should be used until exhausted.
 - b. Publication and Distribution. The NCF Substitute Item List is updated biennially and is part of the TOA update package. It is published in two NSN-sequence formats: Prime NSN to Substitute NSN numerical sequence, and Substitute NSN to Prime NSN.
5. NCF Assembly List
 - a. This publication lists all Assemblies currently used in the NCF, their description, and TOA Group application. This is a reference source to help identify requirements that may not be listed in a specific TOA but may be in use or stocked by other types of NCF units. (See Chapter 3 for augment equipment information).
 - b. Publication and Distribution. The Assembly List is updated annually and must be requested from SLC.

2205. TOA Entry Methods. Entry into the TOA may be made via any one of the following data elements:

- a. Nomenclature: Use ALPHA Sequence MTO
- b. Stock Number: Use NIIN Sequence MTO
- c. Assembly: Use Assembly/ECC X-Ref
- d. Group: Use Group/Facility X-Ref

2300. Consolidated Seabee Allowance List (COSAL). The COSAL is the key document through which all maintenance and repair efforts are supported. The COSAL identifies repair part requirements to support specific equipment based on historical demand engineering judgment and mathematical models. Resulting allowances are continuously updated for the life of the equipment by documented usage, failure, and repair data. The COSAL considers a NMCB predefined maintenance and repair capability, military essentially of supported equipment, the order and shipping time for resupply actions and incorporates the level of endurance for the unit established by the Chief of Naval Operations. COSALs are provided by Navy Inventory Control Point (NAVICP) Mechanicsburg, PA.

1. Civil Engineering Support Equipment (CESE) COSALs are categorized as either Organic or Augment, depending on whether the equipment is part of the NMCBs TOA. During a contingency mount out, the repair parts in the Organic COSAL deploy with the NMCB.
2. CESE COSAL allowances are computed to allow the NMCB to be self-sufficient for 60 days or 1200 construction hours. The CESE COSAL is unique for each main body camp. It is a technical document and a supply document. NMCB CESE COSALs contain two categories of repair parts, Common and Peculiar.
 - a. Repair Parts Common. Refers to repair parts, normally consumable in nature, that may be used in different makes, models, and types of vehicles from different manufacturers, (i.e. rubber hoses, nuts and bolts).
 - (1) MOD 96 contains repair parts common (small). It is a list of commonly used repair parts with applicability to multiple pieces of equipment. It is a listing produced by SLC and reproduced as a COSAL by NAVICP. In the TOA the MOD 96 is listed as a single line item. There are two MOD 96s in the TOA (one in the Air DET

and one in the Air Echelon). The MOD 96 consists of about 500 line items and is valued at about \$8,000.

- (2) MOD 97 contains repair parts common (large). It is a list of commonly used repair parts with applicability to multiple pieces of equipment. It is a listing produced by SLC and reproduced as a COSAL by NAVICP. In the TOA, the MOD 97 is listed as a single line item. The MOD 97 consists of about 1000 line items and the approximate dollar value is \$27,000.

- b. Repair Parts Peculiar. (MOD 98) Refers to repair parts with application limited to a specific model, type, and/or manufacturer's equipment (i.e., carburetors and fuel pumps). The allowances of the MOD 98 are listed in the Stock Number Sequence List (SNSL) of the COSAL. Allowances are based on actual pieces of equipment in the TOA. Approximately 90% of the entire ARP allowance is in the MOD 98. The MOD 98 consists of 12,000 to 15,000 line items and approximate dollar value is \$800,000.

3. The weapons/small arms and communications equipment COSALs provide repair parts support for these types of equipment contained in the TOA, (see para. 2306.)

2301. COSAL Identification. A unique UL number and NAVSUP modifier (i.e., ULM20 MOD 98 Augment) identify each COSAL.

2302. Format. The first page of each COSAL identifies the UL, NAVSUP modifier, augment or organic, and the level of maintenance.

Part I, Equipment Indices

- Section A, USN Number Sequence
- Section B, Equipment Code Index
- Section C, APL Number Index

Part II, Allowance Parts Lists

- Section A, APL's

Part III, Stock Number Sequence Listing (SNSL)

- Section A, Stock Number Sequence List (SNSL)
- Section C, Part Number Cross Reference to NSN

Section D, NIIN Cross-Reference to Part Number

2303. COSAL Processing Aids. The NMCB CESE COSAL package will include supply aids to facilitate implementation. These aids will be in the COSAL after Section III D.

1. Add Item Listing. A NIIN sequence list which consolidates new and increased-depth items required to update the existing allowance.
2. Stock Number Change Listing. A two-part list (Old-to-New NSN and New-to-Old NSN) which consolidates all items that have had a stock number change.
3. Delete Item Listing. A list of all items no longer required by the new COSAL configuration.
4. Transfer Item Listing. A NIIN sequence list (by old unit load), showing all items that can be transferred from the old Organic UL to the new Augment UL, and from the old Augment UL to the new Organic UL.

2304. Allowance Changes

1. General. The battalion is responsible for promptly requesting necessary allowance changes if the APL or the COSAL does not satisfactorily support the equipment or the mission. The Supply Officer is normally responsible for preparing the ACR, while each cognizant department is responsible for submitting the recommended changes to the Supply Officer.
2. Allowance Change Request (ACR) (NAVSUP Form 1220-2). An ACR is the prescribed document for requesting item additions/deletions or quantity increases/decreases to all published allowance lists. A copy of all completed ACRs must be retained in the respective camp files in addition to the distribution required in the NAVSUP P-485. (Figure 2-11).
3. Configuration Change Form (CCF) (OPNAV 4790/CK). A CCF is the form used to report a camp's configuration change resulting from the installation, removal, or modification of equipment between COSAL validations. A copy of the OPNAV 4790/CK must be retained in the camp files in addition to the distribution required by the NAVSUP P-485, Para 2104.3C. (Figure 2-12).
4. CESE Repair Parts Allowance and Configuration Change Request. The NAVSUP Form 1220-2 (ACR) will be used for CESE repair parts allowance

and configuration change requests. The request must be submitted in accordance with NAVFAC P-404. A copy of the form will be retained in the permanent camp files. (Figure 2-13).

2305. Coordinated Shore Based Allowance List (COSBAL)

General. The COSBAL is an authoritative document which lists:

1. The NAVICP-supported equipment installed in the camp. COSBALs for Seabee Camps support the Camp's galley equipment and any additional APL supported equipment added by the Brigade Dets and the Deployed Battalions.
2. The COSBAL lists the repair parts and special tools required to operate, to overhaul and to repair supported equipment. A COSBAL is both a technical and a supply document. It is technical to the extent that the equipment, nomenclature, operating characteristics and technical manuals are described in Allowance Parts List (APL). It is a supply document as it lists the items required to continue the maximum self-supporting operations for extended periods of time.
3. Organization
 - a. The COSBAL is produced in three parts.
 - (1) Part I. Contains indexes and installed equipment
 - (2) Part II. Contains associated APLs.
 - (3) Part III. Contains repair parts allowance and cross-referenced data.
 - b. Three copies of the published COSBAL will be retained at the camp: one copy in the Supply Department, one copy to the Brigade Det OIC, and the remaining copy for the BRAVO Company camp maintenance PM/COSBAL coordinator.
 - c. The initial COSBAL is based on the equipment configuration data submitted to NAVICP. This information is kept and contained in a computerized Weapons System File (WSF) at NAVICP. Precise configuration information is essential, and the validity of the COSBAL

depends on initially establishing an accurate configuration and properly updating configuration changes.

4. COSBAL Maintenance. Proper maintenance of the camp COSBAL is vital. Once equipment has been validated, reported and reflected in an updated COSBAL, the battalion's Supply Officer must, based on input from the PM/COSBAL coordinator, ensure that any subsequent installations, removals or modifications are reported to the cognizant Inventory Control Point (ICP), and Brigade. The camp COSBAL is revised accordingly.
5. COSBAL Change Reporting
 - a. Configuration Change Form (CCF). Changes that result from equipment additions, deletions or modifications or COSBAL errors will be reported utilizing a CCF (OPNAV 4790/CK).
 - (1) The PM/COSBAL coordinator will prepare a CCF and route it to the Supply Department. The Supply Officer will ensure that the CCF is complete and accurate (Figure 2-12).
 - (2) The Supply Officer will distribute the CCF as follows:
 - (a) Original to NAVICP via the cognizant type commander.
 - (b) Copy to the permanent camp files maintained by the PM/COSBAL coordinator.
 - (c) Copy retained by the Supply Department in serial number sequence.
 - (d) Copy for Brigade Det OIC.
 - b. Allowance Change Request (ACR). Using the ACR form will initiate a request for a repair parts allowance change. Additions/deletions or quantity increases/decreases to any published allowance list will be documented on NAVSUP Form 1220-2. The Camp Maintenance Storeroom Custodian, with help from the Supply Officer, will prepare ACRs for any repair part stock level changes recommended by the camp maintenance organization. The NAVSUP Form 1220-2 will be prepared per the instructions on the reverse side of the form.
 - (1) ACRs will be distributed as follows:

- (a) Original to NAVICP via the cognizant type commander.
- (b) Copy to permanent camp files maintained by the PM/COSBAL coordinator.
- (c) Copy retained by the Supply Department.

2306. Expanded Consolidated Seabee Allowance List (COSAL).

1. The purpose of the Expanded COSAL is to establish policy and delineate responsibility for maintenance of Naval Construction Force (NCF) Non-Civil Engineer Support Equipment (Non-CESE) Consolidated Seabee Allowance Lists (COSALs), (AKA, Expanded COSALs). This is policy applicable to both the Active and, Reserve Naval Construction Force (NCF) units when activated and outfitted with their Table of Allowance (TOA).
2. General. The Expanded COSAL provides repair part support for the weapons and communication equipment contained in the Naval Mobile Construction Battalion (NMCB) TOA (P25). Repair parts support of Non-CESE is established by the specific configuration and population of equipment held by a unit, factored by the level of repair and maintenance the unit is authorized to perform. Weapons and Communication Equipment COSALs are implemented and in use at SECONDNCB and THIRDNCB sites for all NCF Weapons and Communications Equipment that warrant repair parts support. TOA repair parts support assemblies for weapons (assys 02150, 02152, 02154, 02156, 02157, 02158) and communication equipment are now replaced by the COSAL. All TOA weapons and communication assemblies identifying repair parts in the TOA are for PWRMS planning only and not for use by active NCF units.
3. Established Configurations. All active units allowance configurations,
 - (a) Deployment site;
 - (b) Home port battalion contingency allowances;
 - (c) 20TH NCR and 31ST NCR training allowances, have been established and submitted to Navy Inventory Control Point (NAVICP). The NAVICP Weapons System File (WSF) contains records are loaded under the following allowance PSEUDO Unit

Identification Codes (UICs) and Unit Identification Codes (UICs), for Weapons and Communications Equipment COSAL support.

a. Active NMCBs P25 Allowance Deployment Site Location

<u>PSEUDO UICs</u>	<u>LOCATION</u>	AUTHORIZED MAINT. LEVEL
NX6068 TCP-3	SEABEE CAMP COVINGTON	"O"
NX6069 TCP-4	SEABEE CAMP OKINAWA JAPAN	"O"
NX6073 TCP-8	SEABEE CAMP MOSCRIP	"O"
NX6074 TCP-9	SEABEE CAMP MITCHELL	"O"

b. Active NMCBs Contingency P25 Allowance Location

<u>PSEUDO UICs</u>	<u>LOCATION</u>	AUTHORIZED MAINT. LEVEL
NX6057 TCP-1	NCBC PORT HUENEME	"O"
NX6058 TCP-2	NCBC PORT HUENEME	"O"
NX6070 TCP-5	NCBC GULFPORT	"O"
NX6071 TCP-6	NCBC GULFPORT	"O"

c. Active NCRs Training Location

<u>UIC</u>	<u>LOCATION</u>	AUTHORIZED MAINT. LEVEL
N55752 NCR 31	NCBC PORT HUENEME	"H"
N55460 NCR 20	NCBC GULFPORT	"H"

4. Maintenance. Navy Inventory Control Point Instruction 4441.170A (The COSAL Use and Maintenance Manual) provides procedural information, as well as separate sections for automated and manual COSAL processing to eliminate confusion by the end user and to facilitate training efforts. Naval Supply Publication P-485 determines the basic Navy policy governing the range and depth of stock material, which each activity is required to carry for self-support. In essence, the range and depth of non-demand based items will be limited to COSAL line items and quantities, and the range and depth of demand based items will be determined from usage and prescribed endurance levels.

5. Operating Procedures. The Seabee Logistics Center (SLC) is the weapons and communication Equipment Configuration Manager (ECM) for the Naval Construction Force Active units deployed Table of Allowances (P25) and active battalions' contingency P25 Allowance managed by Commander, THIRTY-FIRST Naval Construction Regiment at CBC Port Hueneme, California and Commander, TWENTIETH Naval Construction Regiment at CBC Gulfport, Mississippi. COSAL equipment configuration must be maintained and will be reviewed annually, upon battalion rotation turn over and the receipt or deletion of any weapons and communication equipment. Transactions affecting the allowance configuration, reportable to Navy Inventory Control Point for Weapons System File update will be submitted to the SLC, via the appropriate NCR, for ECM coordination. The SLC is on NAVICP's distribution list for the Automated Monthly COSAL Maintenance Action Report (AUTO-MCMAR) and will receive and distribute reports to all affected allowance locations.
6. COSAL Review. During the scheduled battalion turnover the weapons and communication equipment COSAL will be reviewed. Any allowance changes, additions or deletions, in weapons and communication equipment must be reported to the SLC Equipment Configuration Manager via the 20th or 31st NCR as appropriate. During the COSAL review, validate and report any weapons or communication equipment not supported by the COSAL by recording the name plate data from the equipment on an OPNAV Form 4790/CK configuration change or Equipment/Component Validation Aid NAVSUP Form 1311.

2401. BRIGADE Logistics Representative (LOGREP) The LOGREP is the direct representative of the respective Naval Construction Brigade TOA Manager, and is responsible for monitoring the TOA at the Camps. As such, the LOGREP will:

- a. Table of Allowance (TOA) Packed Material.
 - (1) Maintain physical custody of all packed TOA (Air Det, Air Ech, and Sea Ech) material within the TOA warehouses.
 - (2) Maintain TOA deficiency listings and track the status of all TOA shortage requisitions submitted by the resident NMCB (OPTAR funded items under \$300.00 per line item), 20th NCR (E-3 account funded items) and SLC pushed 2C Cog items. Resident NMCBs are responsible for

obtaining requisition status and expediting requisitions for TOA replenishment as required to maintain readiness.

- (3) Initiate subcustody records for any TOA material authorized for issue/loan by COMSECONDNCB (N413) to the resident NMCB.
- (4) Certify TOA material returned to the warehouse upon completion of TOA testing, or returned from exercises, DFTs, or other use, is properly cleaned, repacked, and properly stowed by the resident NMCB in accordance with the warehouse packing plan.
- (5) Maintain master copies of container history records for Convention of Safe Container (CSC) rectification inspections for all International Shipping Organization (ISO) containers.
- (6) Maintain copies of TOA inventory listings and Mobilization Allowance Lists (MAL) of all containers and pack-up material including those under battalion custody.
- (7) Check container humidity indicators and coordinate with the resident NMCB to replace desiccant as required.
- (8) Maintain keys for all locked containers.

b. Memorandum Financial Records (MFRs) Recordkeeper.

- (1) COMSECONDNCB LOGREPs will maintain MLO project MFRs for all projects in accordance with COMSECONDNCB 10370.1 series. Assign document numbers to all project material requirements. Review expenditures listing received from the local comptroller. Ensure that all price variances are challenged and reconciled as they appear on the listing. The resident battalion has the responsibility for the submission of requisitions via the recordskeeper.
- (2) Assist the resident battalion's MLO Division Officer to prepare the Estimate at Completion (EAC) and Recapture of Funds Reports prior to submission.

c. Plant and Minor Property. BOQ/BEQ Personnel Support Equipment may be managed by the resident battalion on a separate data base at the discretion of the Supply Officer.

- d. Camp COSBALs. Ensure all COSBALa are on board and updated for all camp galley equipment.
- e. Detail Assist Visits. LOGREPs may accompany a battalion supply representative to audit/review DET supply operations. Areas to be audited/reviewed will be determined by the battalion Supply Officer. Assistance will be rendered to correct deficiencies as required. Upon completion of the review, a written report of conditions, deficiencies and assistance/training provided will be submitted to the battalion Supply Officer and cognizant DET OIC. LOGREPs may also visit DET sites on other occasions should their assistance be required.
- f. Logistics Management Assessments (LMA). Logistic Management Assessments (LMAs) assist COMSECONDNCB/COMTHIRDNCB Logistics Staff (N4) in conducting LMAs of Camp and DET Supply operations. LOGREPs will not normally be used to assist in performing LMAs on their assigned main body camp but may be used to inspect the DETs assigned to their camp as well as camps/DETs outside their purview.
- g. Camp Closure. In the event of a camp closure, Appendix B of this instruction stipulates the responsibilities and the duties which will revert to the LOGREP.

2402. Retrograde of TOA:

- 1. Contingency Operations. The scope of items and equipment to be retrograded at the conclusion of a deployment for contingency operation will be determined by the appropriate Brigade Logistics Officer based upon duration of the deployment, wear and damage to the TOA, and other constraints. However, HAZMAT and expired shelf-life material will not normally be retrograded if proper disposal of these items is available at the deployed site.
- 2. Integrated Logistics Overhaul (ILO). Do not retrograde the following items, they are not replaced as part of the ILO process. Therefore, they must be retained to prevent shortages during TOA rotation of the TOA:
 - a. Communications/electronics and weapons equipment and associated repair parts (COSALS)
 - b. Hazardous material
 - c. Subsistence

- d. CESE repair parts
 - e. Packaged POL
 - f. ADP equipment
 - g. Technical publications for any equipment not retrograded
 - h. Other categories of material as directed by the respective Naval Construction Brigade
3. All material repacked for retrograde must be clean, in usable condition, and properly packed. It is critical that each retrograded container have an accurate packing list that includes:
- Assembly Name
 - Assembly Number
 - Facility Number
 - Container Number
 - Sequence Box Number

GROUP CODE DEFINITION

GROUPS (SUPPLY SUPPORT)
FIRST DIGIT BEGINS WITH "0"
EXAMPLE: 01431ADW

FACILITIES (TENT CAMP)
FIRST DIGIT BEGINS WITH "1-9"

CATEGORY OF EQUIPMENT &
SUPPORT MATERIAL (Sections)

00 INTRODUCTION
01 FACILITIES (NCF TENT CAMP)
02 COLLATERAL FOR NCF TENT CAMP FACILITIES
03 COLLATERAL FOR OTHER ABFC FACILITIES
04 CESE (CIVIL ENGINEER SUPPORT EQUIP)
05 CESE REPAIR PARTS (COSALS)
06 ISO CONTAINERS
07 COLLATERAL FOR ISO CONTAINERS
08 CENTRAL TOOLROOM (CTR)
09 MOUNTOUT/EMBARKATION
10 PHOTOGRAPHIC
11 COMPUTER/ADP
12 ADMINISTRATIVE OPERATING SPACE ITEMS (OSI)
13 CHAPLAIN
14 WEAPONS
15 COMMUNICATIONS
16 CHEMICAL, BIOLOGICAL, RADIOLOGICAL (CBR)
17 MEDICAL
18 DENTAL
19 INFANTRY EQUIPMENT
20 ORGANIZATIONAL CLOTHING/CUU
21 EXTREME COLD WEATHER CLOTHING
22 COLD WEATHER SUPPORT EQUIPMENT
23 FIRE EXTINGUISHERS
24 CENTRAL STOREROOM (CSR)
25 FORMS (ADMINISTRATIVE)
26 PUBLICATIONS
27 SUBSISTENCE
28 PETROLEUM-OIL-LUBRICANTS (POL)

N N N N N A A A

N = Numeric
A = Alpha

CONTAINER CATEGORY CODE:

A = ALFA CO MATERIAL
C = CENTRAL STOREROOM (CSR)
E = EQUIPAGE STOREROOM
F = FACILITIES SUPPORT STOREROOM
G = GENERAL ISSUE (INFANTRY, CBR, ETC.)
H = HAZARDOUS MATERIAL (SMCC CODED)
M = MEDICAL AND DENTAL
P = POL
R = REPAIR PARTS STOREROOM
S = SUBSISTENCE
T = TOOLS (CTR)
W = WEAPONS AND COMMUNICATIONS
X = EXPLOSIVE ORDNANCE (AMMUNITION)
0-9 = FACILITIES (TENT CAMP)

ECHELON DESIGNATOR (EXAMPLES):

D = AIR DET
E = AIR ECHELON
S = SEA ECHELON

NCF UNIT DESIGNATOR (EXAMPLES):

A = NMCB
C = UCT
G = AMPHIBIOUS UNITS
L = NCR
N = NCFSU

SEQUENCE DESIGNATOR:

(AS IDENTIFIED IN GROUP TITLE)

MATERIAL MANAGEMENT CODES (MMC)

0 = NO AIDS PROVIDED
1 = TOOL KITS
2 = CTR TOOLS & TOOL RELATED SUPPORT
3 = EQUIPMENT (CUSTODY CONTROLLED)
4 = OSI (INDIVIDUAL ASSEMBLY)
5 = OSI (MULTIPLE ASSEMBLIES)
6 = STOREROOMS (OTHER THAN CTR/CSR)
7 = CENTRAL STOREROOM (CSR)

Figure 2-1

EA-0004/100m

SEC 4

GROUP/FACILITY 00231AD

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ASSEMBLY/ECC 02012

NAVAL MOBILE CONSTRUCTION BATTALION									
SECTION 4									
00231AD AIR DET WEAPONS EQUIPMENT (CUSTODY CONTROLLED)									
DRAWING	ZONE	QTY	UI	WEIGHT	CUBE	UNIT-\$-VAL	ESTIMATED	TOTAL-\$-VAL	
02011	NIGHT VISION EQUIPMENT MK37	1	ASSY/ECC PER GRP/FAC	QTY 'B'					
7HC 5855-00-106-1584	SIGHT NIGHT VISION MK37 W/CASE, TRIPOD AND CONVERT OR	1	EA	59.00	6.25	7740.00	7740.00		
9GD 6135-00-835-7210	BATTERY DRY ALKALINE PWR CELL D SIZE 1.5 VOLT P/N E95 (REPLACED P/N BA-30)	2	PG	19.24	.29	12.48	24.96		
9VD 6135-00-926-0827	BATTERY BA-1100U NIGHT VISION-STARLIGHT SCOPE 6.5 VOLTS TERMINALS FLAT SURFACE MIN SERVICE 20 HOURS NONRECHARGEABLE	36	EA	14.40	.10	16.23	584.28		
ASSEMBLY 02011 TOTAL FOR QTY		1		92.64	6.64		8349.24		
ASSEMBLY TOTAL FOR 'A' X 'B' QTY		1		93	7	8,349.24	8,349.24		
02012	INFANTRY OPTICAL EQUIPMENT	2	ASSY/ECC PER GRP/FAC	QTY 'B'					
9ED 6605-01-196-6971	COMPASS AND CASE STANDARD INFANTRY MAGNETIC UNMOUNTED LENSATIC LUMINOUS DIAL TRITIUM ACTIVATED	2	EA	.40	.01	25.57	51.14		
90S 6645-00-066-4279	WATCH WRIST	2	EA	.50	.02	29.29	58.58		
1HC 6650-01-197-1659	BINOULAR 7X50 W/RETICLE	1	EA	5.00	.75	164.00	164.00		
ASSEMBLY 02012 TOTAL FOR QTY		1		5.90	.78		273.72		
ASSEMBLY TOTAL FOR 'A' X 'B' QTY		2		12	2	273.72	547.44		
GROUP 00231AD TOTAL FOR 'A' QTY		1		105	9	8,896.68	8,896.68		

Figure 2-2

NAVAL MOBILE CONSTRUCTION BATTALION						JUN 14 89	
	DRAWING	ZONE	QTY	WEIGHT	CUBE	UNIT-\$-VAL	E S T I M A T E D TOTAL \$-VAL
00361AE AIR ECH CBR EQUIPMENT STOREROOM			1				
NOTE: REF NAVFAC LTR 0621A/TCA 16 MAR 83. ROMT REQUEST CHANGE TO 1800 SUITS PER BATTALION -- 2 EACH SUITS PER MAN AND ADDITIONAL 200 FOR TRAINING.							
03000 CBR INDIVIDUAL PROTECTION EQUIPMENT WITH SMALL SZ PROTECTIVE MASK			284	386	142	186.81	53,054.04
03001 CBR INDIVIDUAL PROTECTION EQUIPMENT WITH MEDIUM SZ PROTECTIVE MASK			341	464	171	186.81	63,702.21
03002 CBR INDIVIDUAL PROTECTION EQUIPMENT WITH LARGE SZ PROTECTIVE MASK			85	116	2	186.81	15,878.85
03006 INDIVIDUAL PROTECTIVE CBR CLOTHING FOR 100 MEN			8	14,816	619	19,050.00	152,400.00
GLOVE SHELLS COLD WEATHER ARE PROVIDED FOR OVERPROTECTION OF CHEMICAL GLOVES WHEN PERSONNEL ARE ENGAGED IN WORK WHICH MIGHT DAMAGE THE CHEMICAL GLOVES QUANTITIES REFLECT 100% REPLACEMENT CAPABILITY. CONTAMINATED CLOTHING MUST BE DISPOSED OF.							
03040 DECONTAMINATION TEAM CLOTHING			1	152	9	972.00	972.00
03041 DECONTAMINATION MATERIAL AND EQUIPMENT			1	5,123	94	5,134.40	5,134.40
NOTE: M-12 DECON APPARATUS 500GL. ECC 542001 IS IDENTIFIED IN GROUP 02004AE.							
* GROUP 00361AE TOTAL			1	21,057	1,037	291,141.50	291,141.50
** SECTION 8 TOTAL				22,660	1,272		320,987

Figure 2-3

FACSD RPT SYM/NO. 04040/B9532R01 C O N S O L I D A T E D C R O S S R E F E R E N C E /M T O														89 JUN 07	
SEQUENCE : ALPHA														PAGE 2	
TA01															
COG	FSC	STK NO.	QTY PER	ASSY/ECC	QTY PER	GRP/FAC	QTY PER	STK NO.	STK NO.	SUMMARY	WEIGHT	CUBE	COST		
											(LBS)	(CU FT)			
ACETYLENE, TECHNICAL 98.0 MINIMUM BY VOLUME, CONTENT															
UNIT PACKAGE 228 CU FT, FOR CYLINDER USE															
NSN 8120-00-268-3360.															
96	6830-00-270-8216	1575	06043	1	00621AE	1	1575				0.00	0.0000	173.25		
SUBTOTAL											0.00	0.0000	173.25		
LINE ITEM TOTAL											0.00	0.0000	173.25		
ACID ACETIC GLACIAL PHOTOGRAPHIC (LIQUID)SPINT BT															
96	6750-00-141-6558	5	04012	1	00441AE	1	5				1.25	0.1000	28.65		
SUBTOTAL											1.25	0.1000	28.65		
LINE ITEM TOTAL											1.25	0.1000	28.65		
ACTUATOR ASSY CAM F/M60															
9H	1005-00-608-5037	1	02158	1	00261AD	1	1				0.31	0.0100	6.69		
SUBTOTAL											0.31	0.0100	6.69		
LINE ITEM TOTAL											0.31	0.0100	6.69		
ADAPTER ACETYLENE CYLINDER VALVE TO REGULATOR															
9G	8120-00-264-5531	1	80004	2	00611AD	1	2				1.00	0.0200	8.80		
SUBTOTAL											1.00	0.0200	8.80		
LINE ITEM TOTAL											1.00	0.0200	8.80		
ADAPTER CONNECTOR 2 POLE															
9N	5935-00-027-7334	2	08033	1	01052AE	1	2				0.02	0.0000	0.84		
SUBTOTAL											0.02	0.0000	0.84		
LINE ITEM TOTAL											0.02	0.0000	0.84		

Figure 2-4

SEQUENCE : NIN										TOTAL																				
COG	FSC	STOCK NUMBER	QTY PER	ASSY/ECC	ASSY/ECC	GRP/FAC	GRP/FAC	GRP/FAC	QTY PER	STK NO.	STK NO.	QTY PER	SUMMARY	ECH/FAC	UI	SL	HZ	WEIGHT	CUBE	COST										
		NIN																(LBS)	(CU FT)											
FLUID HYDRAULIC TRANS P/N D-A HYDRATRANS 135																														
ON		9150-LL-LCA-0139	1	80060		1	00511AD		1									45.00	2.0000	31.47										
SUBTOTAL											1							45.00	2.0000	31.47										
SCREEN WELDING PROTEC W/FRAME PORT BFTX6FT																														
ON		3438-LL-LCB-0004	4	04238		1	02241AE		1									128.00	0.8000	600.00										
SUBTOTAL											4							128.00	0.8000	600.00										
LINE ITEM TOTAL											4							128.00	0.8000	600.00										
LUMBER 1X2X8 S4S DOUGLAS FIR CONSTRUCTION NO. 2 (OR EQUAL)																														
ON		5510-LL-LCB-0029	8	10251		1	72320UA		17									476.00	14.9600	46.24										
SUBTOTAL											136							476.00	14.9600	46.24										
LINE ITEM TOTAL											136							476.00	14.9600	46.24										
LUMBER 1X2X16 S4S DOUGLAS FIR CONSTRUCTION NO. 2 (OR EQUAL)																														
ON		5510-LL-LCB-0031	3	10211		3	72510AD		1									189.00	6.0300	28.80										
SUBTOTAL											9							189.00	6.0300	28.80										
LINE ITEM TOTAL											9							189.00	6.0300	28.80										
LUMBER 2X4X12 S4S DOUGLAS FIR CONSTRUCTION NO. 2 (OR EQUAL)																														
ON		5510-LL-LCB-0033	83	10251		1	72320UA		17									28,220.00	945.3700	5,079.60										
SUBTOTAL											1411							28,220.00	945.3700	5,079.60										
LINE ITEM TOTAL											1411							28,220.00	945.3700	5,079.60										
TOTAL																												4,440.00	148.7400	799.20

Figure 2-5

NSN BREAKDOWN: 11ND-CBC-4410/28 (7-74)

PAGE 1 OF 1

NSN: 5120-00-168-2155

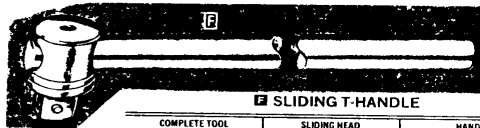
DESCRIPTION: WRENCH SET, PONTOON ASSEMBLER

CONSIST OF:	NSN-MFG P/N	PART DESCRIPTION	QUANTITY
5130-00-449-6658	IM63B	Impact Extension Bar	1 EA.
5130-00-293-1373	IM763	Socket, Single Hex	2 EA.
5120-00-230-6373	L53	Sliding "T" Handle	1 EA.
5120-00-221-7968	L73CH	Ratchet Type Socket Wrench Handle	1 EA.



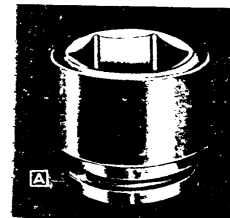
EXTENSION BARS

Stock Number	Square Drive	Shank Diameter	Overall Length
IM63	1" with pin hole	1 1/8"	7 1/4"

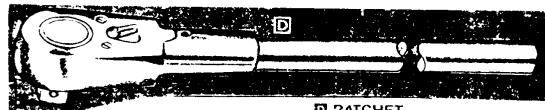


SLIDING T-HANDLE

COMPLETE TOOL		SLIDING HEAD		HANDLE
Stock No.	Overall Length	Stock No.	Head Depth	Stock No.
L53	30"	L53A	2"	L53HA (below)

STANDARD
6 POINT...FLANK DRIVE

Stock Number	Outside Diameter		Bolt Clearance Depth C	Overall Length D	Socket Depth E
	Socket End A	Handle End B			
*IM723	3 1/4"	2 3/8"	2 5/16"	3 1/2"	1 3/8"
*IM743	3 1/2"	2 3/8"	2 9/16"	3 1/2"	1 1/2"
*IM763	3 1/2"	2 3/8"	2 7/16"	3 3/8"	1 1/2"



RATCHET

CAUTION: Ratchet mechanism should be cleaned and lubricated periodically with light grade oil to help ensure safe performance. Worn parts should be replaced with entire contents of repair kit.

COMPLETE TOOL		HEAD				HANDLE
Stock No.	Overall Length	Stock No.	Gear Action	Head Width	Head Depth	Stock Number
L73CH	35"	L73C	30 Tooth	3 1/8"	1 7/16"	L53HA (below)

REFERENCE: CAGE: 55719 P/N: 505LV

REMARKS: ASSEMBLY: 55016, 09336
Unit of Issue is EACH

THIS NSN REPLACES NSN:

INITIAL: JOD

REVIEW/REVISION DATE: March 1992

Figure 2-6

FACSD RPT/SVA IIO. 04040/B2645R01			N C F S U B S T I T U T E L I S T			16 DEC 93 PAGE 223		
COG	PAINE HSN	UI	UNIT PRICE(\$)	SUBSTITUTE	CNA CODE	SUB CODE	TRANS DATE	REVIEW DATE
9D	8430-01-105-2368	PR	46.25	8430-00-624-2764	XF	Y	89192	
BOOTS SAFETY SZ 8XW SAFETY TOE				8430-00-935-6257	XF	Y	89192	
9D	8430-01-105-2369	PR	46.25	8430-00-624-2765	XF	Y	89192	
BOOTS SAFETY SZ 8 1/2XN SAFETY TOE								
9D	8430-01-105-2370	PR	46.25	8430-00-624-2777	XF	Y	89192	
BOOTS SAFETY SZ 8 1/2N SAFETY TOE				8430-00-935-6259	XF	Y	89192	
9D	8430-01-105-2371	PR	46.25	8430-00-624-2797	XF	Y	89192	
BOOTS SAFETY SZ 8 1/2R SAFETY TOE								
9D	8430-01-105-2372	PR	46.25	8430-00-624-2839	XF	Y	89192	
BOOTS SAFETY SZ 8 1/2W SAFETY TOE								
9D	8430-01-105-2373	PR	46.25	8430-00-624-2843	XF	Y	89192	
BOOTS SAFETY SZ 8 1/2XW SAFETY TOE								
9D	8430-01-105-2374	PR	46.25	8430-00-624-2870	XF	Y	89192	
BOOTS SAFETY SZ 9XN SAFETY TOE				8430-00-926-6533	XF	Y	89192	
				8430-00-935-6263	XF	Y	89192	
9D	8430-01-105-2375	PR	46.25	8430-00-624-2873	XF	Y	89192	
BOOTS SAFETY SZ 9H SAFETY TOE				8430-00-935-6264	XF	Y	89192	
9D	8430-01-105-2376	PR	46.25	8430-00-624-2905	XF	Y	89192	
BOOTS SAFETY SZ 9R SAFETY TOE								
9D	8430-01-105-2377	PR	46.25	8430-00-624-2918	XF	Y	89192	
BOOTS SAFETY SZ 9W SAFETY TOE								
9D	8430-01-105-2378	PR	46.25	8430-00-624-2961	XF	Y	89192	
BOOTS SAFETY SZ 9XW SAFETY TOE				8430-00-935-6267	XF	Y	89192	
9D	8430-01-105-2379	PR	46.25	8430-00-624-2963	XF	Y	89192	
BOOTS SAFETY SZ 9 1/2XN SAFETY TOE				8430-00-926-6538	XF	Y	89192	
				8430-00-935-6268	XF	Y	89192	
9D	8430-01-105-2380	PR	46.25	8430-00-624-2964	XF	Y	89192	
BOOTS SAFETY SZ 9 1/2N SAFETY TOE								

Figure 2-7

FACSO RPT1SYM NO			O4040/B2645602			H C F S U B S T I T U T E I T E M L I S T			SUBSTITUTE STOCK NUMBER SEQUENCE			16 DEC 93		
SUB NSN			PRIME NSN			SUB NSN			PRIME NSN			SUB NSN		
8415-00-028-7761	8415-00-935-3130	90	8415-01-102-6800	8415-01-327-5330	90	8430-00-624-2722	8430-01-105-2355	50	8430-01-105-2355	8430-01-105-2355	50	8430-01-105-2355	8430-01-105-2355	50
8415-00-105-0665	8415-01-092-7514	90	8415-01-102-6804	8415-01-327-5335	90	8430-00-624-2726	8430-01-105-2357	50	8430-01-105-2357	8430-01-105-2357	50	8430-01-105-2357	8430-01-105-2357	50
8415-00-132-3494	8415-01-214-8289	90	8415-01-102-6805	8415-01-327-5336	90	8430-00-624-2727	8430-01-105-2358	50	8430-01-105-2358	8430-01-105-2358	50	8430-01-105-2358	8430-01-105-2358	50
8415-00-243-9244	8415-01-181-1398	90	8415-01-102-6806	8415-01-327-5339	90	8430-00-624-2738	8430-01-105-2359	50	8430-01-105-2359	8430-01-105-2359	50	8430-01-105-2359	8430-01-105-2359	50
8415-00-255-6577	8415-00-051-1173	90	8415-01-102-6807	8415-01-327-5340	90	8430-01-624-2745	8430-01-105-2360	50	8430-01-105-2360	8430-01-105-2360	50	8430-01-105-2360	8430-01-105-2360	50
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8415-01-102-6772	8415-01-327-5317	90	8420-00-624-2186	8420-01-105-2341	90	8430-00-624-3135	8430-01-105-2387	50	8430-01-105-2387	8430-01-105-2387	50	8430-01-105-2387	8430-01-105-2387	50
8415-01-102-6773	8415-01-327-4827	90	8420-00-624-2331	8420-01-105-2342	90	8430-01-624-3187	8430-01-105-2388	50	8430-01-105-2388	8430-01-105-2388	50	8430-01-105-2388	8430-01-105-2388	50
8415-01-102-6776	8415-01-327-4828	90	8420-00-624-2332	8420-01-105-2343	90	8430-00-624-3188	8430-01-105-2389	50	8430-01-105-2389	8430-01-105-2389	50	8430-01-105-2389	8430-01-105-2389	50
8415-01-102-6777	8415-01-327-4829	90	8420-00-624-2333	8420-01-105-2344	90	8430-00-624-3193	8430-01-105-2390	50	8430-01-105-2390	8430-01-105-2390	50	8430-01-105-2390	8430-01-105-2390	50
8415-01-102-6778	8415-01-327-4831	90	8420-00-624-2459	8420-01-105-2345	90	8430-00-624-3197	8430-01-105-2391	50	8430-01-105-2391	8430-01-105-2391	50	8430-01-105-2391	8430-01-105-2391	50
8415-01-102-6780	8415-01-327-4832	90	8420-00-624-2459	8420-01-105-2346	90	8430-00-624-3198	8430-01-105-2392	50	8430-01-105-2392	8430-01-105-2392	50	8430-01-105-2392	8430-01-105-2392	50
8415-01-102-6781	8415-01-327-4833	90	8420-00-624-2655	8420-01-105-2348	90	8430-00-624-3224	8430-01-105-2393	50	8430-01-105-2393	8430-01-105-2393	50	8430-01-105-2393	8430-01-105-2393	50
8415-01-102-6782	8415-01-327-4834	90	8420-00-624-2655	8420-01-105-2350	90	8430-00-624-3225	8430-01-105-2394	50	8430-01-105-2394	8430-01-105-2394	50	8430-01-105-2394	8430-01-105-2394	50
8415-01-102-6783	8415-01-327-4835	90	8420-00-624-2655	8420-01-105-2351	90	8430-00-624-3246	8430-01-105-2395	50	8430-01-105-2395	8430-01-105-2395	50	8430-01-105-2395	8430-01-105-2395	50
8415-01-102-6785	8415-01-327-4836	90	8420-00-624-2656	8420-01-105-2352	90	8430-00-624-3249	8430-01-105-2396	50	8430-01-105-2396	8430-01-105-2396	50	8430-01-105-2396	8430-01-105-2396	50
8415-01-102-6786	8415-01-327-4837	90	8420-00-624-2674	8420-01-105-2353	90	8430-00-624-3255	8430-01-105-2397	50	8430-01-105-2397	8430-01-105-2397	50	8430-01-105-2397	8430-01-105-2397	50
8415-01-102-6787	8415-01-327-4838	90	8420-00-624-2675	8420-01-105-2354	90	8430-00-624-3287	8430-01-105-2398	50	8430-01-105-2398	8430-01-105-2398	50	8430-01-105-2398	8430-01-105-2398	50
8415-01-102-6788	8415-01-327-4839	90	8420-00-624-2721	8420-01-105-2354	90	8430-00-624-3292	8430-01-105-2400	50	8430-01-105-2400	8430-01-105-2400	50	8430-01-105-2400	8430-01-105-2400	50
8415-01-102-6789	8415-01-327-4839	90	8420-00-624-2721	8420-01-105-2354	90	8430-00-624-3313	8430-01-105-2401	50	8430-01-105-2401	8430-01-105-2401	50	8430-01-105-2401	8430-01-105-2401	50

Figure 2-8

SHIP'S CONFIGURATION CHANGE FORM
 S/N 0107-LF-047-9001

OPNAV 4790/CK(5-94)

CORPS FILE
CORRCOMP. MA
NO DEPLCOMP
DEPL**SECTION I JOB IDENTIFICATION**

1. SHIP'S UIC V66740		2. WORK CENTER SS02		3. JOB SEQ. NR. 1011		4. ALTERATIONS (SHIPPLY, PLS. CHG., ETC.)	
A. SHIP'S NAME NMCB, CAMP MITCHELL				B. HALL NUMBER		C. EIC	
7. EQUIPMENT NOUN NAME MIXER, FOOD				8. SF MHRS. EXP. 01		9. ACT. MANT. TIME 0	
				10. COMP. DATE		11. MR	

SECTION II JOB DESCRIPTION/REMARKS

12. JOB DESCRIPTION/REMARKS UPGRADE CAMP FACILITIES-ORIGINALLY INSTALLED MIXER WORE BEYOND REPAIR.	
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SECTION III COMPONENT CONFIGURATION CHANGE IDENTIFICATION

13. COMPONENT NOUN NAME MIXER, FOOD		14. QUANTITY 0, 0, 1, 1	
15. COMPONENT IDENTIFICATION 430160288		16. COMPONENT SERIAL NUMBER KK4792	
17. LOCATION (CLOCK/FAN/BLADE)		18. EIC	
19. NAMEPLATE DATA		20. WORK CENTER	
21. MP		22. COSS	
23. TM			

SECTION IV SPECIAL PURPOSE

24. NR	25. ALIN	26. MEAS OFFICE USE
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INSTRUCTIONS					LEGEND	
ITEM NUMBER	SECTION I & II DESCRIPTION	PAGE 1	SECTION I & II CONT. PAGE			
1-8	JOB CONTROL NUMBER	MA	MA	1A - IF AVAILABLE	0 - OPTIONAL	
9	ALTERATION IDENTIFICATION	SP	SP	1P - IF APPLICABLE	NR - NOT REQUIRED	
5	EQUIPMENT IDENTIFICATION CODE	MA	NR	1M - MANDATORY		
6	ACTION TAKEN	MA	NR	SECTION I BLOCK 6 ACTION TAKEN		
7	EQUIPMENT NOUN NAME	MA	NR			
8	SHIP'S FORCE MANHOURS EXPENDED	MA	NR	SECTION II BLOCK 15 COMPONENT ACTION		
9	ACTIVE MAINTENANCE TIME	MA	NR			
10	COMPLETION DATE	MA	NR	MA - PARTIALLY COMPLETED ALTERATION SB - FULLY COMPLETED ALTERATION SC - FULLY COMPLETED EQUIPMENT TO ALTERATION SD - ALTERATION CORRECTIVE NOT APPLICABLE 1 - MAINTENANCE ACTION COMPLETED PARTS ORDER FROM SUPPLY 2 - MAINTENANCE ACTION COMPLETED REQUIRED PARTS NOT OBTAIN FROM SUPPLY LOCAL MANUFACTURE, PRE-EXPENDED (BIB) 3 - MAINTENANCE ACTION COMPLETED NO PARTS REQUIRED R - REMOVED EQUIPMENT I - INSTALLED EQUIPMENT M - MODIFIED EQUIPMENT CORPS FILE CORR NO MAINTENANCE ACTION A - ADDITION OF RECORD D - DELETION OF RECORD C - CORRECT/CHANGE EXISTING RECORD		
11	METER READING	SP	NR			
12	JOB DESCRIPTION (REMARKS)	0	NR			
13	COMPONENT NOUN NAME	MA	MA			
14	QUANTITY	MA	MA			
15	COMPONENT ACTION	MA	MA			
16	COMPONENT IDENTIFICATION	SP	SP			
17	COMPONENT SERIAL NUMBER	MA	MA			
18	COMPONENT APLAL	MA	MA			
19	LOCATION	MA	MA			
20	EQUIPMENT IDENTIFICATION CODE	NR	MA			
21	NEXT HIGHER ASSEMBLY	SP	SP			
22	SERVICE APPLICATION CODE	MA	MA			
23	WORK CENTER	NR	MA			
24	NAMEPLATE DATA	NR	MA			
25	MAINTENANCE INDEX PAGE	MA	MA			
26	COSS	SP	SP			
27	TECH MANUAL NUMBER	MA	MA			

WORK CENTER SUPERVISOR DVD HAYDEN	DIVISION OFF WND	SUPPLY DEPT MAR	SHIP SEQUENCE NUMBER 00001	PAGE 1 OF 1
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Figure 2-9

CHAPTER 3

MATERIAL PROCUREMENT

3000. Introduction. The guidance in this chapter is intended to support and amplify existing procedures in the NAVSUP P-485, NAVSUPINST 4200.85 series, NAVCOMPT Manual, and NAVSO P-3013-2.

3100 GENERAL GUIDANCE

1. THE REQUISITION OPTAR LOG/OPTAR DOCUMENT TRANSMITTAL LISTING. Requisition/OPTAR Log (DET sites/Units without MicroSNAP) and the OPTAR Document Transmittal Listing (Micro-SNAP sites) are the units accounting ledgers. They parallel the official accounting ledgers maintained at the assigned DFAS accounting center. All chargeable requisitions and purchase orders (the term "chargeable" means any transaction which affects the units OPTAR) and all APA (non-OPTAR chargeable) requisitions must be recorded in the log. For PACFLT NMCBs a separate Requisition/OPTAR Log (NAVCOMPT 2155) will be established for CCG 04/08 grants received to record TAD orders. Refer to NAVSO P-3013-2, COMTHIRDNCBINST 7300.1 series for detailed instructions.
2. REQUISITION FILES. To ensure maximum effective use of TYCOM funds, Supply Officers shall establish internal management procedures to maintain outstanding obligations at the lowest possible level. The Material Outstanding and Material Completed files are required to provide material receipt control, maintain OPTAR financial status, and to develop the monthly Budget/OPTAR Report.
3. Material Outstanding File. The Material Outstanding File (MOF) will be maintained per NAVSUP P-485, Chapter 6, with the following amplifications:
 - a. Frequently review the MOF. An aggressive follow-up program assures a MOF OF VALID REQUISITIONS. To ensure each outstanding requisition is a valid outstanding requisition held by a supply activity, the MOF must be continually reviewed and updated as follows:
 - (1) Ensure action has been taken on all status documents. Ensure follow-ups/cancellations are sent to the correct activity holding the requisition. Ensure open purchase status is input in MicroSNAP. Aggressively work the status exception listings. Routinely monitor the "real" status of requisitions, including the latest status of follow-ups sent" to ensure correct follow procedures are being complied with.

- (2) Purge the file of all “overage” shipment status. Shipment status should be considered “overage” when material has not been received within 120 days of shipment. In many cases, “overage” shipment status results from material being received on board without the receipt documents being processed. Thoroughly research requisition status, including contact with the department originating the request before initiating follow-up action. All “overage” shipments, found to have been received without receipt documents, must be “received” using a dummy DD Form 1348-1A. For storeroom stock material, perform physical spot checks before processing ‘shipped/not received’ material receipts. Post a “loss by inventory” (LBI) on the Stock Record Card/File per NAVSUP P-485, Chapter 6 for instances where the material cannot be located.
 - (3) Purge the file of all financially completed requisitions (i.e., old SERVMART requisitions, prior FY C9999 requisitions, old MVO requisitions for services completed).
 - (4) Use financial transaction listings from Micro-SNAP and DFAS listings as aids in determining the status of requisitions.
 - (5) Conduct an aggressive internal Material Obligation Validation (MOV) to ensure that the material is still required by the customer.
- 2. MATERIAL COMPLETED FILE. The Material Completed File will be maintained per NAVSUP P-485, Chapter 6.
- 3. PREPARATION OF REQUISITIONS. Prepare requisitions according to NAVSUP P-485, Chapter 3.

- a. Serial Numbers. The following series of serial numbers will be used for designated supply transactions. (see paragraphs 3016 and 3017 for NORS/ANORS requisitions).

<u>CATEGORY OF MATERIAL</u>	<u>SERIES</u>
Consumable (CCG 01/02/03)	1001 - 3999
No Cost Publication	6001 - 6999
Expenditure Record Log	7001 - 7499
MTRs/DLRs	7500 - 7999
Repair Part (EMRM)	A001 - C999
ANORS	D001 - D999
NORS	W001 - W999

3101. MATERIAL OBLIGATION VALIDATION (MOV) PROGRAM. Requisition validation and MOV processing are ongoing processes which require close attention at all management levels. Stringent procedures are necessary to prevent the loss of critically short OM&N and OM&NR dollars, to improve requisition validity, and to make sure that sound financial management procedures are in effect in all Units. MOV actions initiated by inventory managers by themselves are insufficient for efficient management and requisition validation. Therefore, additional internal procedures are required to ensure the use of limited funds and readiness are maximized.

1. MOV PROGRAM GOAL. The goal is zero invalid obligations. The minimum acceptable validity level for both number and dollar value of requisitions sampled for any FY is 95 percent.

- a. Internal Validation Procedures. The following procedures will be used by COMSECONDNCB/COMTHIRDNCB all Units.

- (1) A monthly validation will be conducted of at least one-third of all outstanding obligations which are not excluded by the audit criteria provided in paragraph 4 below.
- (2) A local form, for manual units, and MicroSNAP II report for automated units, containing pertinent information will be sent to the appropriate Work Center (W/C) for screening. Requisitions on this form will automatically be canceled unless subparagraphs (3) and (4) below are completed and returned to the Supply Officer within 10 working days.
- (3) The W/C Supervisor will review the requisitions on the form and determine continuing requirements for the material, validate the priority assigned, and provide written justification

(including ERO number where applicable) to retain the requisition.

- (4) Department Heads must validate the completed form with work center supervisor and concur by signing the form.
 - (5) After appropriate action has been taken, the completed forms will be retained to substantiate cancellations as an audit trail for 12 months.
 - (6) An MOV cancellation file will be maintained and will contain, at a minimum, the date cancellation action was
 - (7) initiated, document number, and dollar value of cancellations.
 - (8) Retained copies of MILSTRIP "ACI" messages will meet requirement.
2. TYPE COMMANDER REVIEW. To ensure internal MOV procedures are completed correctly, TYCOM personnel will review MOV processing during Logistics Management Assessments (LMAs). Validity of less than 95 percent will result in a UNSATISFACTORY grade in the General Supply/Accounting area of an LMA (LANT), or an official letter to the CO directing corrective actions (PAC).
3. LMA AUDIT CRITERIA. The following audit criteria to determine validity will be used by COMSECONDNCB/COMTHIRDNCB when conducting LMAs:
- a. Stock requisitions are valid if quantity on order plus quantity on hand does not exceed the Requisition Objective (i.e. high limit/allowance quantity). Temporary imbalance caused by recent allowance adjustments is valid if action is underway to correct the discrepancy.
 - b. Direct Turn-Over (DTO) requisitions for repair parts are valid if maintenance personnel have justified a continuing maintenance requirement. Minimum justification is a documented entry in an ERO or SJO Log. Outstanding material for completed maintenance actions will be considered "invalid" unless there is written proof the outstanding material is required as a cannibalization "payback" or will be used to fill a supply storeroom allowance shortage.
 - c. DTO requisitions for reasonable quantities of consumables to be stocked in non-centralized storerooms (i.e. rags, pencils, toilet paper, etc.) are valid.

3102. Sources of Supply.

1. CBCs. Unless otherwise directed, NCF units deployed to Atlantic Camps will submit requisitions for Seabee-peculiar items such as those listed below to (P95) CBC Gulfport, MS.
 - a. CESE repair parts.
 - b. CESE technical manuals.
 - c. Unique TOA Materials.
 - d. Construction material except that specifically identified for "local procurement".
2. NCF units deployed to Pacific sites will order all NSN numbered materials from the nearest shore supply activity, except that CEEI will be requested from the Third Brigade TOA Manager or N4 as specified in paragraph 3304, and local (LL) items should be ordered from (P96) CBC Port Hueneme, CA.
3. Other. Consumable materials may be obtained from the nearest supply support activities and "on-site" sources within the parameters set forth in this chapter.
4. Tools/CUUs. Tools and CUUs will be ordered from the Third Brigade TOA Manager for PAC Units.
5. 5. Non NSN Requisitions. Non NSN materials with a value of \$25.00 or less and available locally, should be procured using the IMPAC card (refer to NACSUP 4200.85 for additional guidance).

3103. Requisitioning. The following is an amplification of the procedures contained in NAVSUP P-485.

1. Transmission Mode. Whenever possible, Streamlined Alternative Logistics Transmission System (SALTS) will be used. Requisitions will be transmitted to Defense Automatic Address System (DAAS) via SALTS Central (NAVICP Philadelphia). When requisitioning and transmitting via SALTS, ensure Media and Status Code "S" is used. This code will allow the system to flag those requisitions and return status via SALTS. Refer to the SALTS Program Operation Manual.
2. Nonchargeable Material. Requisitions for Appropriations Purchase Account (APA) and other nonchargeable materials including Defense Reutilization and Marketing Office (DRMO) items will be assigned a serial number from the 7500-7999 series and prepared off-line.

3. Detail (DET) Requirements. All Seabee DET requirements will be forwarded to the main body for procurement action, except DET sites with TYCOM-issued OPTAR grants may submit their requisitions directly to the nearest supporting Supply activity. Exceptions may be specified by the respective TYCOM (see Appendix D for further guidance regarding DET support) in the Units OPLAN/OPORDER.
4. Work Request. Work Requests (NAVCOMPT Form 2275) and Requests for Procurement (NAVCOMPT 2275) will only be issued by COMSECONDNCB or COMTHIRDNCB Comptroller Departments only.

3104. Uniform Material Movement and Issue Priority System (UMMIPS). UMMIPS designated Force/Activity Designators (FADs) and Urgency of Need Designator (UND) listed in the P-485 Chapter 3 shall be utilized to determine correct prioritization of requisitions. NMCBs deployed to Camp Mitchell, Camp Moscrip, Camp Covington, Camp Shields and all overseas DET sites will use FAD II.

1. Commanding Officers or Officers in Charge will personally review requisitions which are assigned UND "A" (Priority 02 or 03).
2. Assign media and status code (cc7) "S".
3. Assign Distribution Code (cc54) "W". Distribution Code "W" identifies the requisition for CBC monitoring. All requisitions, regardless of POE, will be assigned a "W" distribution code.

3105. Not Operationally Ready-Supply (NORS) Requisitions

1. NORS requisitions will only be submitted for requirements that are the direct cause of organic TOA equipment being deadlined. Assign the appropriate requisition priority using UND "A". Assign Project Code "QKO".
2. Required Delivery Date (RDD) of "999" expedited handling, will only be assigned to NORS requisitions for deadlined equipment. Consequently, use of this RDD is limited to custodians of NMCB allowances. Requisition RDD field entries required when not qualified for "999" are covered in NAVSUP P-485, Chapter 3.
3. The USN registration number and APL number of deadlined CESE must be included as additional remarks on all NORS/ANORS requisitions.
4. NORS requisitions for augment equipment may be used on a case by case basis with TYCOM approval if the equipment is deadlined and preclude completion of a project.

3106. Anticipated Not Operationally Ready-Supply (ANORS) Requisitions.

1. ANORS requisitions will only be submitted for requirements for parts expected to fail which, upon failure, would result in equipment being deadlined. Additional parts expected to fail which, by themselves, would not cause equipment to be deadlined will not be requisitioned as ANORS. Requisitions will be assigned the appropriate requisition priority using UND "B". Use project code "QK5". DO NOT use Project Code QKO or RDD "999." Refer to NAVSUP P-485 Chapter 3 for additional RDD guidance.
2. When supply status indicates that an ANORS requirement will not be received prior to the time when a piece of equipment will be deadlined, a NORS requisition will be submitted and cancellation of the ANORS document will be requested if not in receipt of an AS2 or AB2.

3107. NORS/ANORS Management

1. NORS/ANORS will be managed by recording each piece of deadlined equipment on a status sheet/board. The status sheet/board will contain at a minimum the following columns, NSN/P/N, Equipment, Nomenclature, QTY, Reqn No. and current Status. This will serve as a management tool for monitoring and expediting NORS and ANORS requisitions.
2. Upon receipt of a NORS requisition a receipt acknowledgment message will be forwarded to the POE with the appropriate TYCOM as "INFO ADDEE". The Supply Officer will maintain constant oversight of this process.
3. NORS/ANORS Weekly Status Report. CBC Gulfport and Port Hueneme provides a weekly NORS/ANORS message status report to deployed units. This report updates the status for NORS/ANORS requisitions they are the POE for that have experienced any change during that week. Ensure that internal distribution of this message report includes the Supply Officer and the ALFA Company Maintenance Supervisor (A4), at a minimum.
4. All NORS, ANORS, and EMRM requisitions for CESE will be listed on the Monthly CESE Maintenance and Utilization Report for deadlined equipment. The Supply Officer must ensure that the supply data on this report is accurate and up to date.

3108. MATERIAL PROCUREMENT. The procurement of material from commercial sources is a viable option to be exercised prudently. The primary commercial procurement method available to NCF Supply Officers is the IMPAC card. Care must be exercised to ensure that the purchased items meet all safety, and automotive or construction standards, and are compatible with NCF equipment needs. Complete

documentation of circumstances and of procurement methods/ practices is required to support every purchase action.

3200. SMALL PURCHASE. "Small Purchase" is an acquisition of supplies and non-personal services in the amount of \$25,000 or less using procedures prescribed in NAVSUPINST 4200.85 series and Part 13 of the Federal Acquisition Regulations (FAR) and Part 13 of the Defense Acquisition Regulations (FAR).

3201. AUTHORITY. Contracting authority for Seabee units is established by the cognizant Procurement Management Review (PMR) Offices in Charleston SC and San Diego CA. Authority to contract shall be obtained from SECONDNCB/THIRDNCB prior to initiating contracting procedures. If no host activity contracting support is available, contracting authority up to \$25,000 may be authorized by the TYCOM using the Purchase Order method (DD Form 1155 Order for Supplies and Services). Supply Officers shall ensure that they have contracting warrants for \$25,000 prior to deployments.

3202. Contracting Officers

1. Commanding Officers are designated as Contracting Officers under the decentralized NAVSUP contracting concept. The Commanding Officer may designate the Supply Officer as a Contracting Officer through the use of the Standard Form 1402 (Certificate of Appointment). All prerequisite qualifications must be met before an individual can be appointed, including successful completion of a NAVSUP authorized Small Purchase Course.
2. When contracting is authorized by the TYCOM, a copy of the Appointment Documentation Sheets for each individual will be forwarded to the cognizant PMR activity for review. All contracting documentation must be retained on file for each Contracting or Ordering Officer for review during PMRs and LMAs.
3. IMPAC VISA Cards. The policy of the SECOND/THIRD Brigades is to use the IMPAC (International Merchant Purchase Authorization Card) VISA for purchases under \$2,500.00. All transactions and files associated with the IMPAC VISA shall comply with the procedures outlined in COMSECONDNCB/COMTHIRDNCBINST 4200.1 and NAVSUPINST 4200.85(series)
4. Emergencies. For all approved contract methods, except 2275/2276, written TYCOM authority is not required when necessitated by bonafide national emergencies (i.e. natural disasters or hostilities).

5. Blanket Purchase Agreements(BPAs). Units are not authorized to establish their own BPA agreements with vendors. All micro-purchases shall utilize the IMPAC VISA card.
6. Waivers/Increases in Authority. Requests for waivers, deviations or increases in established contracting authority will be in accordance with NAVSUPINST 4200.85 series and will be forwarded to NAVSUP via the TYCOM and cognizant PMR command (e.g. PMR Detachment Charleston or PMR San Diego.)
7. Purchase Request Form. All material/services requests shall be documented using the NAVSUP Form 1250-1 (NSN) or NAVSUP Form 1250-2 (Non-NSN material), or DD Form 1149 as appropriate. If another activity (i.e. host station PWD/PWC, CFAO, etc.) will not accept a DD Form 1149 for services, the TYCOM will be notified for issuance of the required NAVCOMPT Form 2275 (Order for Work or Services) or NAVCOMPT Form 2276 (Request for contractual Procurement). Use or issuance of NAVCOMPT Form 2276 or NAVCOMPT Form 2275 by units IS NOT AUTHORIZED.
8. Purchase Order Controls. All units will establish procedures to ensure prompt and accurate payment of bills. All files and controls established by NAVSUPINST 4200.85 (series) and COMSECONDNCB/COMTHIRDNCBINST 4200.1 shall be adhered to. The following minimum controls will be maintained for all purchases:
 - a. Prepare and maintain an IMPAC/Purchase Order Log. (see illustration 3-1)
 - b. Maintain the following files:
 - (1) **OUTSTANDING FILE:** Consists of outstanding source documents (i.e., 1250-2, 1348-6, 1149) and outstanding contracts (DD-1155) in which the RDDs have not lapsed.
 - (2) **PENDING FILE:** Contains contracts/purchases awaiting IMPAC card invoice statement and outstanding material not received (follow-up-initiated) days past RDD.
 - (3) **COMPLETED FILE:** Consists of contract documents that have cleared through the IMPAC card invoice statement and have the material received.

3300. TOA. TOA maintenance is the responsibility of the custodian. All maintenance costs are properly chargeable to the unit or camp's O&MN OPTAR, as appropriate, with

the exception of: (1) CEEI or APA items (2) Initial issues of complete kits and assemblies where the Component Shipping Program available at the CBCs is used. Units deployed to the Pacific will request such kits and assemblies through COM 31ST NCR. Units in the Atlantic will request kits through SECOND Brigade code N413.

3301. Authority. Contracting authority for Seabee units is established by the cognizant Procurement Management Review (PMR) Offices in Charleston SC and San Diego CA. Authority to contract must be obtained from SECONDCNB/THIRDCNB prior to initiating contracting procedures. If no host activity contracting support is available, contracting authority up to \$25,000 may be authorized by the TYCOM using the Purchase Order method (DD Form 1155 Order for Supplies and Services). Supply Officers shall ensure that they have contracting warrants for \$25,000 prior to deployments

3400 Specific Materials

3401. Construction. As fleet units, NMCB contracting authority is derived from NAVSUP via the NRCCs and, therefore, they are not authorized to 'buy construction' which requires NAVFAC contracting authority. All requests for the procurement of construction, as defined in NAVSUPINST 4200.85 series, shall be processed via the cognizant Brigade N3. This restriction applies to construction services and does not preclude an NMCB from processing local purchase requirements of MLO project materials.

3402. Purchase of Automated Data Processing (ADP) Equipment. Requests for the acquisition of new ADP equipment shall be forwarded to the TYCOM in accordance with COMCBPAC/COMCBLANTINST 5230.3 series. Battalions deployed to the Atlantic will request replacement of existing Camp and TOA ADP equipment in accordance with COMSECONDCNB/COMTHIRDCNBINST 5230.1 series.

3403 Civil Engineering End Item (CEEI). CEEI is defined as any functional unit of equipment which is operated singularly or as a component of a system or subsystem, and is identified in the NCF TOA as a non-USN numbered 2C COG item or an investment item with a unit cost of \$25,000 or more.

1. Requests for replacement or additional CEEI must be submitted by message or letter to COM 20TH NCR (copy to COMSECONDCNB) for units deployed to the Atlantic, or copy to COMTHIRDCNB N4 for units deployed to the Pacific. The request must contain a complete justification.

3404. Plant Property. The requirements of plant property accounting do not apply to plant property type items listed in the TOA and equipment that is permanently installed in a structure. The latter is under the cognizance of the host activity at deployment sites. Detail guidance regarding plant property accounting is contained in Paragraph

6084 of this manual, NAVCOMPT Manual Volume III Chapter 6 and COMCBPACINST 7320.1 series.

3405. Civil Engineering Support Equipment (CESE).

1. The acquisition and disposition policy for CESE is contained in NAVFAC P-404, NAVFAC P-300, and CBPAC/CBLANTINST 11200.1 series (Red Book). CESE procedures will be coordinated by Unit personnel with the appropriate Brigade Equipment Officer.
2. Major Component or Assembly Replacement. The COMSECONDNCB DET Gulfport and COMTHIRDNCB Equipment Office have established a component overhaul program (i.e., FLOAT program) whereby a selected number of high usage, large equipment components or assemblies are overhauled and maintained in a rotatable pool to be exchanged for like items in need of repair. Deployed units may request replacement components through the coordinating offices by message or telephone. COMSECONDNCB/ COMTHIRDNCBINST 11200.2 series apply.

3406. CESE Repair Parts Initial Issue. The initial allowance of repair parts is provided by the SLC in response to COSAL requests submitted by COMSECONDNCB DET Gulfport and COMTHIRDNCB Equipment Office.

3407. Weapons. The SLC establishes the weapons allowance with the concurrence of COMSECONDNCB and COMTHIRDNCB (Readiness Departments), and the approval of NAVSEA. The SLC will coordinate with Naval Weapons Center, Crane, Indiana, the delivery of the initial allowance of weapons and supporting parts. Replenishments of ordnance supplies, and repair parts are ordered through normal supply channels and sources of supply.

3408. Ammunition. The basic supply management policy and requisitioning procedures are contained in CBPAC/CBLANTINST 4440.1 series for training ammunition, and in COMCBPACINST 8010.1 series and COMCBLANTINST 8010.1 series for mount-out ammunition.

3409. Medical/Dental. BUMED establishes various allowances of medical/dental equipment and supplies and these are published as the AMAL and ADAL.

1. Deployed Units. Supplies and expense type equipment (i.e., costing less than \$5,000) will be funded by the unit's OPTAR. Requirements for investment type items are to be submitted to COMSECONDNCB and COMTHIRDNCB for Atlantic and Pacific requirements respectively.
2. NMCBs Homeported at Port Hueneme. Medical supplies required for field exercises while in homeport will be requested from the Navy Regional

Medical Center (NAVREGMEDCEN), Port Hueneme, in accordance with COM31ST/NRMCINST 3000.2 series.

3410. Word Processing, Duplicating and Office Copying Equipment, ADPE, and VCR. Centralized management programs have been established by SECNAVINST 5231.1 series for the procurement or lease of word processing and automated data processing equipment, and OPNAVINST 5600.20 series for duplicating and office copying equipment. Similarly, OPNAVINST 5290.1 series requires VCR equipment be centrally managed. All requests for this type of equipment will be submitted to COMSECONDNCB/COMTHIRDNCB as appropriate with justification. Upon receipt of such a request, COMSECONDNCB/COMTHIRDNCB will provide further guidance.

3411. Technical Manuals and Field Manuals.

1. CESE Technical Manuals. CESO (Code 157) is responsible for managing the Technical Manual support program and initial issue as delineated in COMSECONDNCB/COMTHIRDNCBINST 5600.1 series. Requisitions for additional and replacement Technical Manuals will be submitted to CBC Port Hueneme using technical manual identification numbers if available.

2. U.S. Army Technical Manuals. Submit DD-1149 to:

USAAGPC
1655 Woodson Rd.
St. Louis, MO 63114

3. U.S. Marine Corps Technical Manuals and Field Manuals. Submit DD-1149 to:

Marine Corps Publications Stock Point (875M)
Marine Corps Supply Center
Albany, Georgia 31704

3412. Trophies, Awards and Command Coins.

1. SECNAVINST 3590.4 series and NAVSUP 4200.85 series authorizes the use of appropriated funds for the procurement of medals, trophies, badges, and similar devices for award to members for excellence in accomplishments. These accomplishments are required to be officially established and announced. Awards can be on a one-time basis, if the accomplishment is (1) unique, (2) clearly contributes to increased effectiveness, and (3) is not covered by implementing instruction. SECNAVINST 1650.1 series provides additional information on funding awards.

2. With increasing emphasis on good stewardship of public funds all procurements with government funds must be able to withstand review and audit by outside sources. The instructions cited above speak directly to the use of appropriated funds. Commanders, Commanding Officers and Officers in Charge desiring to utilize Command Coins for special recognition will establish in writing procedures for procuring, stowing, awarding, and auditing the awards program. During this period of decreasing funds and significant shortfalls in operating budgets, an evaluation of budget priorities as well as the desire for Command Coins must be made. Command Coins purchased with appropriated funds cannot be awarded as mementos, gifts, end of tour recognition, or for other similar routine uses.
3. If commands desire to procure coins with Non-Appropriated Funds (NAF), i.e., personal, Wardroom/CPO/PO Associations funds for routine use, caution should be exercised to ensure these coins are not confused/commingled with coins procured with appropriated funds. Additionally, coins purchased with NAF will also be accounted for and audited in accordance with governing instructions for MWR operations.

3413. Audiovisual (AV) Requirements. Fund codes NY/BY have been established to collect AV program costs. This includes nearly all aspects and applications of photography, motion pictures, graphic arts, television, video, and audio recording, production and presentation. Requests for procurement of AV equipment must be in accordance with procedures promulgated in Navy Audiovisual Management and Operations Manual (OPNAVINST 5290.1 series).

3414. Night Vision Devices (NVD). NAVSEA approved allowances of NVDs are contained in the TOA, Assembly 02011. NMCBs are authorized the Night Vision Device MK37 MOD1 (Tripod mounted) NSN 7HH 5855-00-106-1584, a Depot Level Repairable (DLR). NVDs may be obtained by requisitioning through normal supply channels as follows:

1. Initial Issue. Advice Code "5D" shall be used for requisitions to fill an allowance or an increase in allowance.
2. Replacement for Turn-In or Survey. Use Advice Code 5A, 5D, 5G, 5R, 5E, 5S, 5V, 5Y, or 53 as appropriate, for the mandatory entry in card columns 65-66 of each requisition submitted for a DLR item.
3. Lost Replacements. A requisition for the replacement of missing, lost, or stolen items must be assigned Advice Code "5A," Document Identifier A0E or A05, and the serial number of the survey document. SECNAVINST 5500.4 series applies.

4. In COMTHIRDCNB, requirements for NVDs will be obtained will be obtained from the THIRDCNB TOA Manager.

3415. TOA/Augment Tool Replenishment. Unit tools shall be maintained at 100% of the TOA allowance. Augment tools will be managed by COMSECONDCNBINST 4410.1b for Atlantic Fleet units and by COMTHIRDCNB for Pacific Fleet units.

3416. Tool Rental. When equipment is not available due to deadline status, or if it is in use on a higher priority project, rentals are authorized. Prudence is required to ensure rental is the most cost effective alternative for the Navy. Equipment rental will be charged to the appropriate project not Brigade OPTAR.

3417. Detail (DET) Support

1. Scope. Battalions deployed to Seabee Camps are responsible for providing logistic support to their DET sites. All Civil Engineer Support Equipment (CESE) repair parts, tools, and materials required by the DETs (which are not available at the DET site) must be requisitioned from the parent NMCB. Common usage items such as fuels and general consumable will normally be obtained from the host activity supporting the DET in accordance with the ISSA MOU. DETs will utilize local procedures established by the host activity for these obtaining supplies.
2. Requisition Control Procedures. All requisitions from OCONUS DET sites to the Main Body must be submitted by Electronic Mail (e-mail) message (see Illustration M-1) or Facsimile Machine (FAX) as directed by the resident battalion Supply Officer. DET sites will maintain a memorandum OPTAR log for all NSN, Part Numbered, and Services requirements sent to the Main Body. DET support e-mail messages, faxes sent to Main Body will be numbered sequentially. Ensure that the subject line of DET support messages/facsimiles reads "Detail Requirements MSG# 001" and so on throughout the battalions' deployment.

3. Requisitioning Procedures

- a. DET Requisitions. The following information must be included on all messages to allow for preparation of the NAVSUP Forms 1250-1 and 1250-2 or DD Forms 1348 and 1348-6 by the Main Body's S4 Department.

- (1) DET Requisitions Numbers. The next sequential number from the DET Memorandum OPTAR Log will be assigned.
- (2) National Stock Number/Part Number and, Commercial and Government Entity (CAGE), if available, (or manufacturer, if CAGE is not known).
- (3) Item nomenclature (add tool kit assembly number when ordering for tools replenishment).
- (4) Quantity required
- (5) Unit cost.
- (6) USN Number, if CESE Repair Part.
- (7) Allowance Parts List Number, if CESE Repair Part.
- (8) Equipment Repair Order Number, if CESE Repair Part.
- (9) Preventive Maintenance Group, if CESE Repair Part.
- (10) *(10) CESE Model Number.
- (11) *(11) CESE Serial Number.
- (12) *(12) Technical (Parts) Naval Stock Number.
- (13) *(13) Page and Item Number from Parts Manual.

*Information required only for items ordered by Part Number

The above information is to be provided in the format shown in Figure 3-2. At the discretion of Main Body S4, part number requisitions may be ordered using separate e-mail messages, or faxes.

- b. Processing Procedures for DET Urgency of Need (UND) A and B Requisitions. Upon receipt of requisitions by e-mail, message, Main Body Supply Department personnel will complete the NAVSUP Form 1250-1 for each item ordered. NAVSUP Forms 1250-1 will be processed through the applicable Supply outlet. All carried items will be issued, packaged, and shipped to the ordering DET immediately. Items that are not in stock (NIS) or not carried (NC) are to be ordered, using Signal Code J, and Media/Status Code T, with the ordering DET's UIC cited as the supplementary address. When all items on the DET's ordering sheet have been processed (either issued or placed on order), a reply shall be sent to the ordering DET providing disposition of each item (and shipping status if issued from stocks). This reply will be sent within 48 hours of initial receipt of the DET requirement. The subject line will be the same as the DET requirement message. Figure 3-3 is an example of the format to be used.
- c. Urgency of Need C Requisitions. UND C requisitions received by Main Body for DET support will be issued, packaged, and shipped using the same procedures as with UND A requisitions. UND C processing time, including message status responses, will not exceed five working days from the time of receipt of the DET's requirements. Figure 3-4 is an example of the format to be used when shipping status is provided.
- d. Receipt Procedures for DETs. Every Friday, DET sites will report to the Main Body the Transportation Control Number (TCN) of all battalion-issued material received during the week. The report will also cite assigned Main Body requisition numbers for all requisitions received on board through normal Supply channels during the week. A report for the NOR/ANORS receipts must be sent to the Main Body on the same day the item is received. A signed and dated copy of TCNs received from the Main Body will be mailed each week to the battalion Supply Department for proof of receipt documentation. Figure 3-5 shows a sample format for reporting DET receipts to the Main Body.
- e. Requisition Response Follow-up by DET. When DETs have not received supply status response from Main Body Supply within two work days for UND A and B requisitions or five workdays for UND C requisitions, the DET will initiate a written inquiry to Main Body camp by E-mail, message, or fax requesting status. These inquiries will remain on file for one year. Ensure an adequate audit trail is maintained. Example: annotate on the retained out going DET

support message the date, with whom you spoke and the results of the inquiry.

4. Records/Files. Each DET will maintain, at a minimum, a
 - f. Procurement Action Tickler File (PATF), a Material Outstanding File (MOF), and Material Completed File (MCF) for all requisitions submitted to the Main Body. A separate outgoing and incoming file will also be maintained for all supply correspondence with the Main Body.
 - a. Procurement Action Tickler File (Pending/Shipped). The file will be maintained in two sections, "PATF-Pending" and "PATF-Shipped". These two sections of the PATF will each be maintained in fiscal year order in ascending DET requisition number order. Initially, the NAVSUP Forms 1250-1 or 1250-2 will be filed in the PATF-Pending until the Main Body either notifies the DET that the requirement is being filled from their camp stock or assigns a Main Body requisition number to the DET's requirement. Upon receipt of the Main Body's requisition disposition message, Figure 3-5, the DET will take the following action:
 - (1) For requirements filled from Main Body stock assets, annotate the DET's NAVSUP Forms 1250-1/1250-2 in the PATF-Pending with the shipping status (DET status message, TCN, actual/estimated shipping date, etc.) and place it in the PATF-Shipped until the material is received. Upon receipt of the material, the DET requisition will be annotated with the date received and placed in the MCF with the receipt document.
 - (2) DET requirements that cannot be filled from Main Body stock assets will be assigned a Main Body "J" coded requisition number. The DET's NAVSUP Forms 1250-1/1250-2 will be annotated with the Main Body's requisition number and placed in the MOF.
 - (3) DET requisitions remaining in the PATF-Pending after five working days will be researched with the Main Body to determine the status. Written requests (e-mail message or fax) will be used to document follow-up action taken. Reference the original DET support messages.
 - b. Material Outstanding File (MOF). This file consists of "J" Coded Main Body requisitions and will be maintained for the current and past two fiscal years in ascending Main Body requisition number order. Status will be annotated/attached to the reverse side of the NAVSUP Form

1250-1/1250-2 until the material is received. This file will serve as a cross reference to unfilled DET requisitions. Upon receipt of the Main Body's requisition numbers, stock replenishment requisition numbers will be posted to the SRC (DD Form 1114) and the DET requisition number will be lined out on the card.

- c. Material Completed File (MCF). This file will be maintained in two sections ("MCF-DET and "MCF-Main Body") for the current and past two fiscal years, each in ascending requisition number order. The MCF-DET will be maintained for completed (i.e. received/ canceled/lost-in-shipment) DET requisitions and the MCF-Main Body for completed Main Body "J" Coded requisitions.
- d. Stock Record File SRC File. SRCs will be maintained for all stocked material in accordance with prescribed procedures and will be annotated with the DET requisition number and, if applicable, the Main Body "J" Coded requisition number when one is assigned. If the requirement cannot be filled directly from Main Body stock, the DET requisition number will be lined out and the Main body requisition number will be entered below it on the SRC.

3500 Requisition File Maintenance

3501. Material Outstanding File(MOF) Maintenance. Supply Officers will initiate and pursue an aggressive follow-up program on outstanding material requisitions in the MOFs for camp requisitions, unit requisitions, and MLO construction material requisitions. NAVSUP P-485 outlines the procedures for processing follow-ups and MILSTRIP restrictions relative to follow-up submission.

1. Internal Material Obligation Validation (MOV). In conjunction with the follow-up program, Supply Officers will initiate a continuous internal MOV program utilizing the MOV program installed in Micro-SNAP. This internal MOV must be completed prior to initiating follow-up action on outstanding requisitions to ensure only valid requirements are traced.
2. External MOV. External MOVs will be responded to in accordance with NAVSUP P-485, Chapter 3, Part D, Section III.
 - a. The goal is one hundred percent valid obligations.

3502. Procurement Action Tickler File (PATF).

1. 1. A PATF will be maintained in each functional outlet when the stock records and requisitioning functions are performed in different locations. This file serves as a "tickler" for material requests that have been submitted

- to the Supply Office for procurement by the outlet stock battery records-keeper.
2. The PATF will contain a copy of the NAVSUP 1250-1 used to initiate the request for materials or services. This copy will be discarded after a copy of the 1250-1 is received from the requisitioning records keeper and posted to the NAVSUP 1114. For COMSECONDNCB Micro-SNAP sites, this file is utilized mainly in the CTR Kits outlet, all other outlets do their own ordering.
 3. This file will be maintained in Request Number sequence.
 4. Supervisors in Outlets with a PATF will review the file weekly and follow-up with the requisitioning records keeper on pending NAVSUP Form 1250-1s that are 5 days old or older and have not been returned.

3600 Micro-SNAP

3601. Constants Files. The Constants Files (CNF) are accessed through the Supply Control Menu (SFM114) of the MicroSNAP system. These files act as the resource center for the MicroSNAP logistics functions to validate the cost centers chargeable, fund sources, MILSTRIP data tables, financially reportable data, etc. The Supply Officer and the Senior Storekeeper be in complete control of the accuracy of the CNF. Several Constants Files operate in more than one internal program area because of processing sequences and use common validation data. While not all file data is 100% applicable to all units, their accuracy is nonetheless critical. Information unique to COMSECONDNCB/ COMTHIRDNCB is provided in the following paragraphs.

1. CONSTANTS FILES #1: APPROPRIATIONS RECORDS. This CNF contains the essential appropriation accounting data for financial management and reporting. The inclusion of COMSECONDNCB/ COMTHIRDNCB's accounting spreads for the current and prior two fiscal years is necessary for recording obligations (requisitions), and for process financial transmittals and Budget OPTAR Reports. Current and prior fiscal years accounting spreads are available from the Brigade Comptrollers. New accounting spreads are published prior to the start of each fiscal year in the Fiscal Year Startup message.
2. CONSTANT FILE #2: DEMAND PROCESSING. This CNF allows units to input parameters necessary to perform an automated review of demand and frequency accumulated by the units over a given period of time. The intent is to provide increased inventory and financial efficiency according to TYCOM directives for operational schedules. Stock record high and low limits, monthly demand flags, allowance type codes, zero quantity on hand, no dues, and changes to depth of load contingent on day-to-day processing are evaluated through data formulated from entries on this screen.

COMSECONDNCB/COMTHIRDNCB units are required to compute SIM demand quarterly. Monthly processing of demand is feasible due to the convenience of the automated process. However, data parameters must be adjusted each time demand is computed to provide the correct periodicity and operational status for programmed calculations. To be effective, the Supply Officer must be aware of budget and storage restraints, unusually high or low demand periods for specific terms, and the proper use of Automatic Reorder Restriction Codes (ARRC), and No Drop Indicator data blocks of the Stock Record File. The information necessary to establish Demand Processing constants is provided in the On-line Users Manual. NCF units will use the following parameters:

Starting Year/Month & Ending Year/Month:	A 12-month span is used to capture all accumulated data and will include current and previous 11 months. <u>This should be changed monthly to reflect current demand.</u>
O&ST FILL:	Set to 00 days (enter "0.0")
O&ST-Non-FILL:	Set to 30 days (enter "1.0")
SIM Qualification Period:	Set to 6 months (enter "06")
SIM Qualification Frequency:	Set to 2 hits (enter "2")
SIM Retention Period:	Set to 12 months (enter "12")
SIM Retention Frequency:	Set to 1 hit (enter "1")
Economic Dollar Retention:	Leave blank. Reserved for future use.
Recomputation Test Factor:	Set to 20% sensitivity (enter "1.2")
Safety Level:	Set to 60 days (enter "2.0")
Endurance Level:	Set to 75 days (enter "2.5")
Range Demand Excluded:	This entry is at the discretion of the Supply Officer. The entry for Repair Parts should be "Yes." The entry for consumable will depend on the units stocking policy.
Range Included	

3. CONSTANTS FILE #4: LOCAL MANAGEMENT CODES (LMC). NAVSUP P-485, paragraph 6414 lists suggested codes to aid in management of the stock record file. The innovative use of these and other "local"

management codes is encouraged. Use of these codes allow the user to select categories of stock for reorder review, for inventory, or for stock status listings. Material in the following categories shall be identified with the appropriate LMC.

CA	Corrosive Acids
CN	COSAL Never-Out Items
FL	Flammable Materials
HZ	Hazardous Material
NO	Never-Out Items
RA	Radioactive Material
RR	Reorder Restricted (when ARRC is set)

4. CONSTANTS FILE #5: REQUISITION DEFAULTS. This CNF sets the data necessary for the system to output MILSTRIP requisitions in the proper format. This file should be validated each time requisitions are submitted to a new supply support activity. A trial report of requisition output should be run and the entries verified before running a "live" report. The following data is provided to assist in setting this file.

Overseas Indicator:	Set to "Y"(For Deployed units) This determines the Document Identifier.
Media & Status Code:	<p>For deployed units:</p> <p>Priority: M & S Code</p> <p>2 "S"</p> <p>5 "S"</p> <p>12 "S"</p> <p>For CONUS units:</p> <p>Priority: M & S Code</p> <p>3 "S"</p> <p>6 "S"</p> <p>13 "S"</p>
Unit of Issue:	Leave blank. Entered during Tech Edit process.
Demand Code:	Set to "R" for recurring. The Demand Code can be overtyped during interactive requisition recording if necessary.
Signal Code:	Set to "A" for ship to/bill to requisitioner. The Signal Code for requisitions will automatically default to code "D," when requisitioning publications (OI COG) Signal Code "J" will be used when requisitioning material for unit DETs.
Fund Code (2nd Pos)	
Maintenance:	Set to "R"
Consumable:	Set to "C"
MVO:	Set to "C"
Distribution Code (CC54):	Set to "W" for NORS only.
Requisition Number Level:	Leave blank. Reserved for future use.
Routing Identifier:	Enter the most common routing identifier code used by unit.
DTO Project Code:	Set to "QK5". The Project Code can be overtyped during interactive requisition recording to "QP5" for consumable DTO requests.
Stock Project Code:	Set to "QE5."
CASREP Project Code:	Set to "QK0."

5. **CONSTANTS FILE #9: FUND CODE AND FUND CODE PARAMETERS.** The fund code and fund code parameters work together to complete the SFM subsystem information on fund code processing. This file links the fund code to the specific budget which will be charged for the material ordered. This constants file will accept two position fund codes designated in NAVSO P-3013-2 or TYCOM directives.

0001 - 3999	CONSUMABLE
6000 - 6999	No Cost PUBLICATIONS
7000 - 7499	EXPENDITURES
7500 - 7999	Non-Monetary Requirements (DRMO)
A001 - C999	EMRM
D001 - D999	ANORS REQUISITIONS
W001 - W999	NORS REQUISITIONS

6. **CONSTANTS FILE # 10: BUDGET RECORD.** The MicroSNAP system is capable of tracking the unit's OPTAR in three budget categories: consumable, EMRM, and repairable. The consumable "Other OPTAR" budget is always available. When used, quarterly OPTAR allocations can be input and departmental budget reports printed for each category. The Budget OPTAR Report will also list grants in each budget category used as well as the total OPTAR grant. The EMRM and repairable budgets can be toggled as "Y" to activate or "N" to inactivate and should be set as follows:

Repairable Budget Flag: Set to "N".
Maintenance Budget Flag: Set to "Y".

7. **CONSTANTS FILE #11: RESTORE RECORD INDICATOR FOR RESTART.** Use this CNF according to the on-line user's manual. Inadvertent use will not interrupt a valid reorder review actually in progress nor delete any completed reorder review records.
8. **CONSTANTS FILE #12: COMPLETION DATES RECORD.** Requisition History Tape processing will transfer all qualifying records to history tapes and listings and deletes status data insignificant to historical research.

Deletion days for issues, LBIs, GBIs: Set to 30 days
Deletion days for completed requisitions: Set to 180 days
Deletion days for completed repairable requisitions: Set to 999.

9. **CONSTANTS FILE #13: SHIP'S STATUS RECORD.** Currently not used, scheduled for future release.
10. **CONSTANTS FILE #14: TYPE COSAL FILE MANAGEMENT.** This CNF allows each item in the Stock Record File to be identified corresponding to

the various portions of the hard copy COSAL, Part III (i.e., SNSL, CR, CF, OSI, etc.). The following COSAL Types should be listed:

<u>Type</u>	<u>Description</u>
HME	HULL MECHANICAL, ELECTRICAL, ORDNANCE, ELECTRONIC (used for Mod 98 organic repair parts only.)
OSI	OPERATING SPACE ITEMS (Used for Mod 98 augment repair parts only at Main Camps.)
RSS	READY SERVICE SPARES (Used for Mod 97 parts only.)
CSR	CENTRAL STOREROOM (Used for CSR consumables.)
WEPS	WEAPONS REPAIR PARTS
COMM	COMMUNICATIONS GEAR REPAIR PARTS
CAMP	CAMP MAINTENANCE STOREROOM REPAIR PARTS
CUU	CAMOUFLAGE UTILITY UNIFORMS
782	782 GEAR
CBR	CBR GEAR
ECWS	EXTENDED COLD WEATHER CLOTHING SYSTEM
CTR	CENTRAL TOOL ROOM SHELF TOOLS
KITO	ORGANIC TOOL KITS (Listed by assy number in part number block of SRC and 99999 in cage block.)
KITA	AUGMENT TOOL KITS (Listed same as KITO)

NOTE: All of these may not be applicable to your unit. If all are not listed on your system only add the ones that are applicable to your unit.

11. CONSTANTS FILE #15: EFFECTIVENESS GOALS. Effectiveness parameters entered into this constants file allows the system to accumulate and calculate supply effectiveness. Parameters entered into the SFM subsystem are modifiable as goals are changed. The changes are of the counter type which means that goal changes cause recomputation of all data including prior data held in the counters. All data blocks for the effectiveness goals must be filled in if the program is to function. Effectiveness parameters are set by TYCOM directives.

Goal setting will be set as follows:

<u>Repair Parts</u>		<u>Consumables</u>	
SIM Net Goal:	90	SIM Net Goal:	90
Total Net Goal:	85	Total Net Goal:	85
Total Gross Goal:	65	Total Gross Goal:	65
SIM NIS Rate Goal:	0	SIM NIS Rate Goal:	0
NON-SIM NIS Rate Goal:	0	NON-SIM NIS Rate Goal:	0
Total NIS Rate Goal:	0	Total NIS Rate Goal:	0
Not Carried (N/C) Rate	0	Not Carried (N/C) Rate Goal:	0
Goal:			
Total N/C Rate Goal:	0	Total N/C Rate Goal:	0

3700. OPTAR Accounting. THIS SECTION IS UNDER REVIEW AND REWRITE AND WILL REFLECT STARS-FL INFORMATION, POLICIES AND PROCEDURES ONCE THEY ARE DEVELOPED. ANY COMMENTS OR SUGGESTIONS FOR THIS PARAGRAPH ARE STRONGLY ENCOURAGED.

[illegible]

Figure 3-1

SAMPLE DET ARP REQUIREMENTS MESSAGE

R 051404Z FEB 94 ZYB
 FM NMCB SEVEN DET BRAVO ECHO//OIC//
 TO SEABEE CAMP MOSCRIP ROOSEVELT ROADS RQ//S4//
 INFO NMCB SEVEN//S4//
 BT
 UNCLAS //N04440//
 SUBJ: DET SUPPORT ARP REQUIREMENTS MSG# _____
 MSGID/GENADMIN/NMCB FOUR DET BE//
 RMKS/1. THE FOL PRI A (OR PRI B) REPAIR PARTS REQD THIS DET
 SITE:
 A. (1) (2) (3) (4) (5)
 5327-B201 9C2940-00-029-0388 FILTER EL 2 EA 3.86 USD
 (6) (7) (8) (9)
 46--02588 950014323 AA500591 PMG 39
 B. (1) (2) (3) (4)
 5327-B202 FSCM 23862 P/N 385369 TIE ROD, STEERING 1 EA
 (5) (6) (7) (8) (9)
 1000.00 USD 2501176 950192460 58AA500593 PMG 38
 (10) (11) (12)
 MDG NP JM7670A TRK SER D29276 1967 EJ TECH MAN 87610-L21-6920
 (13)
 PG 1-6, GRP 1.0400//
 BT

Figure 3-2

SAMPLE MAIN BODY REPLY MESSAGE FOR DET REQUISITIONS

R 051404Z FEB 94 ZYB
 FM SEABEE CAMP MOSCRIP ROOSEVELT ROADS RQ//S4//
 TO NMCB SEVEN DET BRAVO ECHO//JJJ//
 BT
 UNCLAS //N04440//
 SUBJ: DET SUPPORT CTR REQUIREMENTS MSG# _____
 MSGID/GENADMIN/SEABEE CAMP MOSCRIP//
 REF/A/RMG/NMCB FOR DET BE/031400ZFEB94//
 RMKS/1. IRT REF A, FOL ITEMS ORDERED AND J CODED FOR SHIPMENT
 YOUR DET:

DET DOC NR	ITEM	QTY	UI	MAIN BODY REQ NR
5330-B120	SAWS, NEST KEY	02	EA	5332-1880
5330-B121	SCREWDRIVER	01	EA	5332-1881
5330-B124	TAPE MEASURE	03	EA	5332-1882
5330-B127	WRENCH	04	EA	5332-1883
5330-B128	BAR, RIPPING	01	EA	5332-1884

2. IRT REF A, FOL ITEMS WERE ISSUED, PACKAGED AND SHIPPED YOUR
 DET ON TCN V66450-5332-0010XXX. (EXAMPLE TCN ASSIGNED FROM
 EXPENDITURE LOG SERIES 0001-0999)

5330-B122	BIT, SCREWDRIVER	1 EA
5330-B123	DIVIDER, SPRING	3 EA
5330-B125	HAMMER	1 EA

3. ALL ITEMS REQ REF A NOW ORDERED OR SHIPPED YOUR ACTIVITY.//

Figure 3-3

SAMPLE SHIPPING STATUS REPLY MESSAGE FOR DET REQUISITIONS

R 051424Z FEB 94 ZYB
 FM SEABEE CAMP MOSCRIP ROOSEVELT ROADS RQ//S4//
 TO NMCB SEVEN DET BRAVO ECHO//JJJ//
 BT
 UNCLAS //N04440//

COMSECONDNCB/COMTHIRDNCBINST 4400.3

SUBJ: DET SUPPORT ARP REQUIREMENTS MSG# _____

MSGID/GENADMIN/SEABEE CAMP MOSCRIP//

RMKS/1. FOL PRI C REQNS RECEIVED JD 5332 ORDERED AND J CODED
FOR SHIPMENT YOUR DET:

DET DOC NR	ITEM	QTY	UI	MAIN BODY REQN NR
5328-B244	FUEL GAUGE	04	EA	V66450-5334-2411
5328-B246	HEADLAMP	01	EA	V66450-5334-2412
5328-B247	SAFETY STRAP	03	EA	V66450-5334-2413

2. FOL PRI C DET REQNS RECD JD 5332 WERE ISSUED, PACKAGED AND
SHIPPED YOUR DET ON TCN V66450-5334-0611XXX. (EXAMPLE TCN
ASSIGNED FROM EXPENDITURE LOG SERIES 0001-0999)

5328-B243	FUEL FILTER	3	EA
5328-B245	AIR FILTER	4	EA
5328-B248	PIGTAIL COVER	1	EA

3. ALL REQN ITEMS RECEIVED JD 5332 HAVE BEEN ORDERED OR SHIPPED
YOUR ACTIVITY.//
BT

NOTE: THE MAIN BODY RESPONSE MSG # WILL BE THE SAME AS THE DET
REQUEST MSG.

Figure 3-4

SAMPLE SET MATERIAL RECEIPT MESSAGE

R 101400Z FEB 94 ZYB
 FM NMCB SEVEN CAMP DET BRAVO ECHO//JJJ//
 TO SEABEE CAMP MOSCRIP ROOSEVELT ROADS RQ//S4//
 INFO NMCB SEVEN//S4//
 BT
 UNCLAS //N04440//
 SUBJ: MATERIAL RECEIPT REPORT
 MSGID/GENADMIN/NMCB SEVEN DET BE//
 REF/A/DOC/DD1149/-//
 AMPN/REF A IS YOUR SHIPPING DOC TCN V66450-5332-0010.//
 RMKS/1. THE FOLLOWING DET MATERIAL RECEIVED THIS ACTIVITY FOR
 THE WEEK ENDING 09FEB94
 A. MAIN BODY STOCK SHIPPED UNDER REF A DOCUMENTATION:

DET REQ NR	QTY	ITEM
5330-B122	1 EA	BIT, SCREWDRIVER
5330-B123	1 EA	DIVIDER, SPRING
5330-B125	1 EA	HAMMER

 B. THE FOL J CODED MATL RECEIVED VIA SUPPLY SYSTEM:

MAIN BODY REQ NR	QTY	ITEM
V66450-5255-1645	2 EA	FILTER, FUEL
V66450-5257-1673	1 EA	WRENCH//

 BT

Figure 3-5

CHAPTER 4

MATERIAL RECEIPT, CUSTODY, AND STOWAGE

4000 Introduction. Effective inventory control begins with proper material receipt, custody, and stowage procedures. The constant rotation of custodians at Seabee camps is not an excuse for haphazard procedures. It is incumbent upon the resident battalion to closely monitor receipt processing and documentation to maintain the integrity of the stock control function.

4001 Responsibility. The responsibility for material processing rests with the Supply Officer and is normally delegated to the senior SK (Stores Officer) for all materials other than project materials and subsistence. The Material Liaison Officer is delegated responsibility for construction supplies and materials, and the Food Service Officer is delegated responsibility for subsistence items.

1. Central Storeroom(CSR). CSR outlet serves as the Receiving Section for the Camp and is the initial receiving point for all materials, including personal effects, and with the exception of project and subsistence items. Materials are received and segregated for pickup or delivery to various outlets and/or companies (Identified by the requisition serial number or supplementary address). Truckloads destined for a single outlet (i.e. MLO) should be delivered directly to that outlet.
2. Material Liaison Office(MLO). MLO serves as the Receiving Section for all construction materials and project tools. These materials are delivered directly to MLO. Project tools are immediately released to CTR for control and issue in accordance with standard CTR procedures. MLO stock records will be properly annotated to reflect these transfers to CTR.

4002 Receipts. To facilitate timely processing of receipts and proper planning of work, delivery and pick-up schedules from the supply support activity and commercial vendors must be coordinated with the central receiving. General receipt procedures are prescribed in NAVSUP P-485, Chapter 4.

1. Stock Material. Receipt processing for stock material is a critical, but very basic, procedure. Improper receipt processing will result in inaccurate stock record validity. The most important aspect of receipt processing is to complete the job daily. Once material is brought into the camp, processed, turned-over to respective outlets and stowed, it is vital that all paperwork be completed and receipts posted expeditiously to ensure proper accountability. All supply outlets are seriously affected when receipts are allowed to stack up in receiving section. When this back log occurs, paperwork can be lost and stock records won't reflect the actual on hand balances. Special care

should be exercised to distinguish between Augment, Organic, MOD 96, MOD 97, and MOD 98 repair parts to ensure they are stowed in the correct location.

2. Direct Turn Over Material (DTO). Always separate stock receipts from DTO receipts so DTO materials can be picked up and signed for by the end user. Signed proof of DTO receipts is required for files. DTO receipts must be posted daily.
3. Tool Kits. The CTR custodian or designated representative will acknowledge the receipt of Tool Kits by returning copies of signed receipt documents to the manager 20th NCR (LANT) or 3NCB TOA
4. Manager (N43)(PAC) to the main body for DETs. Twentieth NCR or 3NCB (N43) will provide copies of the Tool Kit Inventory Listings (for complete assemblies), the BM, or other procurement documentation for establishing the Master Kit Inventory Folder in CTR to the Camp or Det.
5. Receipt Procedures for DETS. Each Friday, DET sites will report to the battalion main body by message the Transportation Control Number (TCN) for all battalion-issued material shipped by TCN and received during the week. The message will also cite assigned main body requisition numbers for all requisitions received through normal supply channels during the week. A message report for all NOR/ANORS receipts must be sent to the main body the day the items are received. A signed and dated copy of TCNs received from the main body, and all receipt documents citing main body requisition numbers, will be mailed weekly to the battalion supply department as proof of receipt. Figure 4-1 is a sample message for reporting DET receipts to the main body.
6. Documentation. Units on Micro-Snap are no longer required to maintain a hardcopy Material Completed File. However, a Material Receipt File must be kept for the current and two prior fiscal years. After receipts are posted to MicroSNAP, they must be filed in document sequence to aid in research (i.e. OBMOFEDL processing). Additional receipt processing guidance is in Chapter 4 of NAVSUP P-485.

4003 Method of Delivery. Shipments from CONUS are received at the closest supply support activity to the deployment site, then delivered to the camp on agreed schedules, or are picked up by the resident battalion. Local procurements are delivered by vendors or picked up by the unit expediter. Mail delivery is also used.

4004 Custody and Security. Personnel in charge of supply spaces and accountable for equipage/special materials are responsible for ensuring reasonable security measures are implemented to prevent damage, deterioration or loss of government assets. Procedures for the management of Controlled Equipage, Tools, Camouflage Utility Uniforms, Organizational Clothing and Infantry Equipment items are contained in Chapter 6.

4005 Material Discrepancies. Reporting and resolving shipping/transportation discrepancies and quality discrepancies are covered in NAVSUP-P 485, Chapter 4. These reports are used by higher authority to control the quality of material which the Navy buys from contractors, to review of its own shipment policy, and to ensure action is taken to correct material discrepancies. Special attention must be given to research material shipped but not received. NAVSUP P-485, Chapter 3, contains methods of tracing these discrepancies and completion of these requisitions. Additional guidance may be found in NAVSUPINST 4610.33E series and NAVSUPINST 4600.70 (DTMR). Material discrepancies are divided into two categories:

1. Discrepancies such as overages, shortages, damages, incorrect, or non-receipt of material.
2. Material quality discrepancies such as material received which cannot be used for intended purposes because it does not meet form, fit, or function requirements.

4006 Stowage. General stowage practices are prescribed in NAVSUP P-485. Storage space, especially covered storage, is limited at the deployment sites. Proper planning is essential.

1. Shelf-Life Item Management Program. The shelf-life program is a management tool intended to devote intensive management control over material deterioration. The program applies to all Supply Outlets (including at DET sites) and the tent camp pack ups. Stock Records should reflect appropriate Shelf Life Action Codes and material Expiration Date. Specific guidelines for shelf-life management items are contained in NAVSUP P-485, Chapter 4. Shelf-life codes for particular NSNs can be found in the Federal Logistic Data (FEDLOG). Stock record batteries received from CBC Port Hueneme are normally annotated with shelf-life codes and shelf-life action codes. A listing of all shelf life codes and shelf life action codes is also contained in NAVSUP P-485, Appendix 9.

2. Hazardous Material/Hazardous Waste Management Program. The Unit's overall hazardous material control program manager must coordinate with 2NCB (Code N02E) and 3NCB (Code N41). All requirements of OPNAVINST 4110.2 series and OPNAV 5100.23 series apply to pack up, outlet, and operating space items qualifying as hazardous. Specific handling and storage requirements for Calcium Hypochlorite can be found in NAVSUP P 485. COMSECONDNCB/COMTHIRDNCBINST 5100.1 series covers the Naval Construction Force occupational safety and health program.

SAMPLE SET MATERIAL RECEIPT MESSAGE

R 101400Z FEB 97 ZYB
 FM NMCB SEVEN CAMP DET BRAVO ECHO//JJJ//
 TO SEABEE CAMP MOSCRIP ROOSEVELT ROADS PR//S4//
 INFO NMCB SEVEN//S4//
 BT
 UNCLAS //N04440//
 SUBJ: MATERIAL RECEIPT REPORT
 MSGID/GENADMIN/NMCB SEVEN DET BE//
 REF/A/DOC/DD1149/-//
 AMPN/REF A IS YOUR SHIPPING DOC TCN V66450-7332-0010.//
 RMKS/1. THE FOLLOWING DET MATERIAL RECEIVED THIS ACTIVITY FOR THE
 WEEK ENDING 09FEB97:

A. MAIN BODY STOCK SHIPPED UNDER REF A DOCUMENTATION:

DET REQN NR	QTY	ITEM
7330-B122	1 EA	BIT, SCREWDRIVER
7330-B123	1 EA	DIVIDER, SPRING
7330-B125	5 EA	HAMMER

B. THE FOLLOWING J CODED MATL RECEIVED VIA SUPPLY SYSTEM:

MAIN BODY REQN NR	QTY	ITEM
V66450-7255-1645	2 EA	FILTER, FUEL
V66450-7257-1673	9 EA	WRENCH//

BT

Figure 4-1

CHAPTER 5

MATERIAL EXPENDITURE AND SHIPMENT

Material Expenditure

5000. Introduction. Chapter 5 of NAVSUP P-485 provides detailed instructions on survey, transfer and shipment of material, supplies, equipment, and personal property. Chapter 5 of this publication highlights NCF policies and procedures and amplifies established policies and procedures where necessary.

Surveys

5001. Survey Criteria. Survey procedures apply to the following categories of material in addition to the categories listed in the P485:

1. All power tools (electric, pneumatic, gas engine driven, etc.), individual tools, and sets of tools with a replacement unit cost of \$35 or more or an aggregate cost of \$100 or more per loss/damage occurrence.
2. Camouflage Utility Uniforms (CUUs). In accordance with Navy Uniform Regulations 1991, and OPNAVINST 1020.4 series, an allowance of CUUs is issued to individuals of the NCF on a loan basis (see Chapter 6 for allowance list). When required worn-out CUUs are replaced at no cost to individuals. The no-cost replacement of CUUs is authorized only when deterioration has not resulted from negligence or willful misuse.
 - a. Surveys. Special clothing, CUU items and individual infantry equipment which has been turned in for replacement due to normal wear and tear will be surveyed by the special clothing custodian. Articles lost, destroyed, or damaged by other than normal wear shall be surveyed on a Report of Survey (DD Form 200), indicating culpability or non-culpability as determined by the reviewing officer. These surveys will be initiated by the individual culpable for the loss, damage or destruction of the item. Replacement issues for lost, destroyed, or damaged CUUs will only be made after the completed DD Form 200 is attached to the NAVSUP Form 1250-1. The key elements and responsibilities in managing returned/surveyed CUUs are proper documentation and audit trails, maximized internal use/re-use, maximized return to U.S. Government through DRMO, and effective measures/procedures to prevent return and replacement of previously surveyed clothing and boots.

b. Surveys of CUUs turned in for replacement to the CUU outlet will be conducted at least monthly using the Report of Survey (DD Form 200). A Requisition Invoice Shipping Document (DD Form 1149) or a Single Line Item Release/Receipt Document (DD Form 1348-1A) will be prepared for all items surveyed and turned in to disposal. The expenditure number on the DD Form 1149 or DD Form 1348-1 will be the same as the voucher number assigned to the Report of Survey. A copy of the DD Form 1149 or DD Form 1348-1 will be retained with the applicable approved Survey in the Special Clothing Custodian's Survey File. The original of the DD Form 1149 or DD Form 1348-1 will be filed in the official expenditure file with the original approved surveys.

- (1) Frequency. Surveys of special clothing, CUU items, and individual infantry equipment will be made at least monthly. NAVSUP Form 1250-1s submitted for replacement issues will be battled weekly and will be used to prepare the survey. Upon final approval of the survey, the NAVSUP Form 1250-1s will be refiled in the "Proof of Issue" file and a copy of the approved survey, with expenditure number assigned, will be retained in the special clothing custodian's survey file. Upon completion of deployment, the NAVSUP Form 1250-1s maintained in the "Proof of Issue" file will be removed and discarded. The special clothing custodian's survey file will remain as a permanent camp record to provide an audit trail of transactions.
- (2) Disposition. Clothing not suitable for initial or replacement issues but which can be used on jobs particularly destructive to clothing (e.g., battery locker, asphalt crews, concrete work, etc.), will be issued to individuals involved in such work. Other surveyed clothing may be used as rags or turned in to the nearest disposal activity. During homeport periods, articles will be transferred to the nearest disposal activity.
- (3) Markings. Mutilation of Seabee CUUs to the point where resale value is affected is never appropriate. Clothing turned in to DRMO or used on jobs particularly destructive to clothing will be marked as follows to prevent turn in for replacement a second time.

- (a) In the case of boots, a small notch cut on the boot tongue should be sufficient. These boots will be included in the next clothing survey.
 - (b) For shirts, jackets, and trousers, the location of distinctive survey markings is important. Inside jackets, trouser waistbands and shirttails are locations where permanent survey markings can be applied without significantly reducing wearability.
- 3. Bedding. Bedding items are issued to individuals at deployment sites. The MAA will issue quantities and will replace lost or damaged items only upon the proper determination of culpability and adjudication. Survey procedures similar to those used for CUUs apply. The replacement of MAA stocks must be on a NAVSUP Form 1250-1 with attached DD Form 200.
- 4. Individual Infantry Equipment. Infantry equipment is in accordance with TOA Assembly 02000. The Infantry Equipment Outlet Custodian will replace lost or damaged items on a one-for-one basis using the same procedures and criteria for replacement as apply to the CUUs. The survey procedures for CUUs also apply. This equipment will be maintained on racks in the CUU outlet packed and sized by individuals. It will not be stored in individual's barracks rooms, homes, et cetera.
- 5. Lost Stolen, Destroyed Items. Special clothing, bedding, and individual infantry equipment in the custody of individuals which is lost, stolen, destroyed, or damaged by other than normal wear will be surveyed by the custodian involved. The findings in the approved survey must clearly indicate whether culpability is indicated and reimbursement to the U.S. government is required, the procedures of NAVSUP P-485 chapter 5 will be followed. When pay adjustments are involved, a copy of the completed Military Pay-Adjustment Authorization (DD Form 139) will be attached to the approved survey. The special clothing custodian or BEQ Manager (bedding) will effect the replacement issue to the individual upon submission of a NAVSUP Form 1250-1 supported by a copy of the approved survey.

5002. Reimbursement to the Government. When an individual accepts responsibility and reimburses the government for the loss, damage, or destruction of government property under \$500, only a copy of the Military Pay-Adjustment Authorization (DD Form 139) is required to support adjustments to financial and property records. A DD Form 200 will be prepared to substantiate all reimbursements over \$500. A copy of the

completed DD Form 139 will be filed with the completed survey in the expenditure file. Whatever the circumstances, it must be documented on the DD Form 139 that the service member was advised of his rights. When research indicates evidence of negligence or abuse and the alleged responsible individual does not admit responsibility, a Survey Officer will be appointed and will work with Accountable and Responsible Officers to obtain and document the facts and circumstances of the loss.

5003. Missing-Lost-Stolen-Recovered (M-L-S-R) Report. This report is required for reporting all missing, lost or stolen property requiring the completion of a Report of Survey (DD Form 200), Report of Discrepancy (SF-364) or Transportation Discrepancy Report (SF-361). See SECNAVINST 5500.4 series and NAVSUP P-485 Chapter 5 for further guidance.

Depot Level Repairables (DLRs)

5004. Introduction. NCF units generally deal with two separate programs related to DLR items: The Navy supply system DLR and NCF peculiar program which is referred to as the CESE float program.

5005. Supply System DLR Items. The regular supply system DLRs will be processed in accordance with NAVSUP P-485.

5006. Night Vision Device (NVD). No disposal of NVDs will be made without the specific authority of NAVSEASYS COM and disposition instructions from NAVWPNSUPPCEN, Crane or NAVICP MECH (NAVSEAINST 8215.1 applies).

1. Excess. Request disposition instructions of excess devices by letter or message to NAVSEASYS COM with copy to NAVWPNSUPPCEN, Crane, and COMSECONDNCB/20TH NCR or COMTHIRDNCB/31ST NCR as appropriate. NAVWPNSUPPCEN, Crane will provide further instructions to the reporting activity.
2. Unserviceable. Unserviceable NVDs will be treated as DLR's. They will be packaged and shipped to NAVWPNSUPPCEN, Crane. NAVWPNSUPPCEN, Crane should be notified by phone prior to shipping any NVD.
3. Missing, Lost, Stolen or Recovered (M-L-S-R) NVDs. M-L-S-R NVDs shall be reported in accordance with SECNAVINST 5500.4 series. Report symbol "RCS OPNAV 5500-1 (MIN: ET AUTH)" will be assigned to all message reports with information copies to

COMSECONDCNB/COMTHIRDCNB and 20TH NCR/31ST NCR as appropriate.

4. Shipment. NVDs are classified as "sensitive material;" therefore, shipping, packaging and markings prescribed by MIL-STD-129 series and security protective measures cited in OPNAVINST 5530.13 series must be strictly adhered to.
5. Documents. A copy of transfer, turn-in, and survey documents shall be provided to NAVWPNSUPPCEN, Crane, marked for the Night Vision Management Data File. A duplicate copy of these documents shall also be forwarded to the Logistics Officer (Code: R41) of the appropriate NCR.

5007. Float Program. The unit Supply Officer involvement relative to the CESE component Float Program is essentially limited to shipping and receiving. Explicit procedures for this program are provided in COMSECONDCNB/COMTHIRDCNB 11200.2 series.

5008. Shipment of Sensitive, Controlled, and Pilferable Items. Sensitive, controlled, and pilferable items such as money, negotiable instruments, registered mail, narcotics and controlled drugs, precious metals, items which are of high value, highly technical, or of a hazardous nature, and small arms, ammunition, explosives, and demolition material require a high degree of protection and control due to statutory requirements and regulations. The procedures contained in this section reflect the minimum requirements as prescribed in MIL-STD-129, OPNAVINST 5510.1 series, and Chapter 226 of NAVSUPINST 4600.70.

Packaging and Markings

1. Material used for packaging must be strong and sufficiently durable to provide security and protection while in transit, to prevent items from breaking out of the container, and to facilitate the detection of any tampering with the container. Seal packages with tapes which will retain the impression of any postal stamp.
2. The exterior of the shipping containers shall not include the nomenclature and classification of the item.
3. The packing lists shall be placed inside the container.

Shipment

1. NCF Units shall not transport these items as retrograde/battalion cargo or as baggage.
2. Use closed and locked compartments, vehicles, or cars for transporting the item except when another method is specifically authorized.
3. Use a Signature Security Service (SSS) for continuous custody of shipments in transit.
 - a. DD Form 1907 (Signature and Tally Record) must accompany every surface shipment. Each person responsible for the proper handling of the shipment must sign the DD form 1907 at the time he assumes responsibility for the shipment and at specified stages of its transit from origin to destination. (Figure 5-1).
 - b. The Air Industry International Form AC-10 will be used to obtain the signature and tally record for air shipment.
4. Provide an advance notice of shipment to the consignee, by message or telephone, immediately upon dispatch of the shipment. Furnish the consignee with a copy of the shipping document(s).

Security

1. Strict compliance to the packaging, marking, and movement provisions is required.
2. A hand-to-hand transfer record shall be maintained.
3. Notify the consignee and transshipping activities of the nature of the shipment, the mode of shipment, the seal numbers (if used), and the anticipated time and date of arrival by separate communication at least 24 hours in advance of arrival of the shipment.
4. At no time shall the item be left in an unsecured area without surveillance.

Shipment of Member's Personal Property

5009. Accompanied Baggage Upon Unit Movement. NMCBs are often deployed by Air Mobility Command (AMC) Special Assignment Airlift Mission (SAAM) aircraft. Each Seabee member is allowed a maximum of 100 lbs of accompanied personal baggage. Additional items justifiably required for his personal use, comfort, or well being may be shipped as household goods.

1. The following items are prohibited from being shipped as accompanied baggage:
 - a. Pets.
 - b. Live ammunition.
 - c. Flammables (i.e. lighter fluid).
 - d. Magnets.
 - e. Radioactive items.
2. The shipment of accompanied baggage will be made as follows: Depending on aircraft type, loading, length of the various transit legs, and other factors involved, the Aircraft Cabin Load (ACL) capacity may not permit transportation of the full 100 pounds per individual on the assigned flights. To preclude the bumping of baggage or cargo over critical legs of a flight, each member shall pack his accompanied baggage in two separate pieces weighing no more than 60 and 40 pounds each. The 60-pound piece will accompany him on the aircraft, and the other piece may be shipped AMC Channel (TP-2) to precede the airlift by at least three working days. Deviations from this procedure will be made only upon the prior written approval of the activity responsible for the air lift coordination. Approval for allowing 100 pounds of baggage to accompany each member on the aircraft will only be granted when the coordinating activity is certain that none of the problems described in this paragraph will occur. In cases where excess aircraft cargo capacity is known enough in advance and it is determined that additional baggage will be moved by the SAAMs, first priority for loading the full 100-pound baggage allowance will be given to members of units assigned away from the main body (i.e., NMCB DETS).

5010. Unaccompanied Baggage Upon Unit Movement. In addition to personal effects carried as accompanied baggage, the Commanding Officer may authorize the shipment

of items justifiably required for a member's personal use, comfort, or well being, and supported by a written statement by the member. Weight limitations are imposed by pay grade as listed in paragraph M8003.1 of the Joint Travel Regulations (JTR). Items in this category are referred to as unaccompanied baggage since it is normally shipped independent of the troop transportation. Unaccompanied baggage for rotating battalion personnel will be shipped as a group by the transportation mode which results in the lowest overall cost to the Government and which provides the required service satisfactorily.

1. The following items are prohibited from shipment under this category:
 - a. Auto tires and wheels.
 - b. Washer/Dryers, Refrigerators.
 - c. Boats.
 - d. Furniture.
 - e. Motorcycles.
 - f. Console TVs and Stereos.
 - g. Additional items identified by shipping activity.
2. Procedures.
 - a. The Commanding Officer will designate a battalion Personal Property Transportation Officer (PPTO) who will coordinate and effect the collection, packing, and crating of the baggage. (Figure 5-2).
 - b. The PPTO will establish liaison with the local Personal Property Branch to determine their policy and procedures, and the most economical means of transportation (CBLANTINST 7300.1 series or CBPACINST 7300.3 series apply).
 - (1) At least six weeks prior to battalion movement, the PPTO will submit the requirements on a Requisition Invoice/ Shipping Document, DD Form 1149, to the Personal Property Branch. Container-surface shipment will be requested. (Figure 5-3).

- (2) Ensure battalion personnel are informed of their unaccompanied baggage entitlement, the restrictions, and weight limitations.
- (3) Collect the baggage from members using a Receipt for Unaccompanied Baggage (COMSECONDNCB / COMTHIRDNCBINST 4400/1) (Figure 5-4) with the required signed statement on each original. The collection of baggage and delivery of containers to the shipping activity (e.g. SEAVAN, MILVAN, or demountable crates) should not be too early to pose a storage problem. Ideally, collection, packing, crating, and shipping should all occur within one week.
- (4) Submit a copy of the letter authorizing shipment of unaccompanied baggage to the Personal Property Branch. The letter should include the names of the individuals in the group with information about their unaccompanied baggage shipment. (Figure 5-5).

3. Documentation Required.

- a. Requisition Invoice/Shipping Document (DD Form 1149) for unaccompanied baggage shipment. Ensure that the following are properly annotated on the form: (Figure 5-3):
 - (1) Units will use an expenditure number in conjunction with citing a TAC for transportation charges.
 - (2) Authority (block 9) SECONDNCB or THIRDNCB deployment order letter.
 - (3) TAC Number (LANT NMCBs use Block 3). TAC numbers will be issued yearly by message from Brigade Comptrollers.
 - (4) Accounting Data (block 4 "Appropriation and Subhead"). PAC NMCBs may use abbreviated accounting data citing TAC Number and amount only.

- b. Receipt for Unaccompanied Baggage (COMSECONDNCB / COMTHIRDNCBINST 4400/1) form as explained below. (Figure 5-4).
 - (1) The service member requesting shipment shall furnish all required information. The blocks and information required are self explanatory.
 - (2) Personnel receiving the items for shipment shall acknowledge receipt and complete the baggage shipment data (bottom) section of the form.
 - (3) The form shall be prepared in triplicate (additional copies for each additional piece of baggage). The original is retained for the S4 file, one copy is provided to the member, and one copy is attached to the outside of the baggage (use plastic document protector envelope).
 - (4) The service member shall save his copy as proof of turn in for shipment and to claim his baggage at the destination.
- c. DD Form 1149 for packing and crating if required. Ensure the following information is correct: (Figure 5-6)
 - (1) Expenditure number (block 6).
 - (2) Authority (block 9).
 - (3) Complete accounting data (block 4).
- d. Authorizing letter to ship unaccompanied baggage. (Figure 5-5.)

5011. Unaccompanied Personal Property Upon Individual Travel. Service members in receipt of TAD orders are entitled to shipment(s) of unaccompanied personal property, with certain restrictions, as household goods. The shipment of unaccompanied baggage will normally be made through the local supply activity's Personal Property Branch. Members are required to have their TAD orders annotated in the remarks section with the authorization for the shipment and the applicable Transportation Account Code (TAC). In remote areas, the battalion Supply Officer may be responsible for such shipments. This entails the preparation, recording, and retention of required documents in accordance with NAVSUP P-485 and NAVSUP P-490.

5012. Claims. Claims for any losses or damage in shipment of personal property shall be submitted to and adjudicated by the Legal Office in accordance with the Judge Advocate General Manual Chapter 21. Claims shall not be paid until a thorough investigation has been conducted. Claims against the government will be paid citing the appropriate OPTAR.

Battalion Cargo

5013. Air Shipment. Battalion equipment and records required to support daily operations cannot be shipped in advance. These will, therefore, be air-shipped using, if possible, the assigned SAAM. Whenever possible, SAAM will be used to transport all battalion cargo.

5014. Inspection. Commanding Officers or their designated representatives, will conduct appropriate inspections when NCF equipment/supplies are assembled, crated, containerized, or otherwise prepared for shipment as prescribed in OPNAVINST 5840.3 Chap 5. The total battalion cargo authorization for shipment upon deployment of an NMCB is 18,000 pounds.

5015. Unauthorized Items. Shipping personal goods as Navy cargo is illegal. If searches reveal contraband or undeclared articles are being shipped in this manner, Commanding Officers are subject to a civil penalty in addition to the penalty imposed on the owner of the property.

5016. Procedure. The following guidelines apply to battalion cargo shipped in conjunction with battalion rotations. Refer to NAVSUP P-485 Chap 5 for other shipments.

1. The Embark Officer will coordinate the shipment with the Supply Officer.
2. The Embark Officer will inspect and collect the battalion cargo and ensure proper packing, crating, and security.
3. The Supply Officer will prepare a DD Form 1149 and will ensure the following are properly annotated on the form:
 - a. Requisition number (block 6) from expenditure number series.
 - b. Authority (block 9) SECONDNCB or THIRDNCB deployment order letter.
 - c. NCF asset TAC (block 4). (Figure 5-6).

5017. Funding. The shipment of NCF assets is funded by either COMSECONDNCB or COMTHIRDNCB as appropriate and identified by the TAC. Copies of documents relating to the transportation of NCF assets will be submitted to the chargeable BRIGADE headquarters.

TRANSPORTATION

5018. Transportation Publications

1. NAVSUP P-485, Afloat Supply Procedures, Chapter 7, contains valuable general transportation guidance that will assist with most transportation matters confronted in the Seabee battalion supply environment (of particular value is the TCMD preparation decision table).
2. DOD 4500.32R, MILSTAMP, provides the standardized military transportation documentation procedures for the DOD. Volume I contains shipment procedures for air and surface shipment, shipment marking, shipment clearance, terminal processing tracing, and diversion. Volume II contains TACs which are used to bill transportation charges to the appropriate command.

5019. Pre-Deployment Planning Notes

1. Cargo Routing
 - a. Thirty days prior to deployment, provide NAVMTO, by message, a prospective schedule of your deployment, including the last day you want to receive cargo at your homeport.
 - b. Provide NAVMTO, by message, updated cargo routing instructions as schedule changes become known.
2. Deployment Briefs. Plan to attend any Brigade / Regimental deployment briefings. It is recommended that you visit the Fleet Locator at NAVMTO if you are in the Norfolk area.
3. Not Ready For Issue Depot Level Repairables (DLRs). Some DLRs can be mailed. Larger DLRs are to be delivered to the closest servicing ATAC Hub or Node (all CONUS FISCs; MCAS Cherry Point, North Carolina; and NAS Corpus Christi, (Texas). Use DD Form 1348-1 to turn in your material.

4. Publications to Carry. (Not all inclusive). DOD Regulation 4500.32R, Military Standard Transportation and Movement Procedures; NAVSUP P-485, Afloat Supply Procedures; NAVSUPINST 4630.22B, Use of Air Transportation by Navy Shippers, and NAVSUPINST 4421.20, ATAC Depot Level Repairable Program.

5020. Deployment Notes

1. Routing Cargo. Ensure NAVMTO Norfolk is updated immediately when cargo routing changes occur.
2. Tracing from CONUS. After the shipper has provided issue information, the material has entered the Defense Transportation System and the RDD has elapsed, battalion supply personnel may contact NAVMTO for onward shipping data and/or assistance on air eligible shipments (refer to NAVSUP P-485, Chapter 7 for surface shipment tracing procedures).
3. Expediting Requisitions. When sending a message to the stock point requesting they expedite an issue and ship material by air, provide full justification as to why air shipment is required. Include a statement citing the impact if the material is not received via air shipment and ask them to pass on and cite the message to the Air Clearance Authority (ACA). Without full justification, your shipment will fall under the Air Challenge Program.
4. Depot Level Repairables. While overseas, DLRs are to be forwarded to the closest servicing ATAC Hub or Node: Yokosuka, Japan; Pearl Harbor, Hawaii, and Sigonella, Italy. Use DD Form 1348-1 to turn in material.

5021. NAVY MATERIAL TRANSPORTATION OFFICE (NAVMTO)

1. The Navy Material Transportation Office (NAVMTO), located in Norfolk, Virginia, is a field activity of the Naval Supply Systems Command (NAVSUP). As the transportation arm of NAVSUP, NAVMTO's mission is to provide worldwide transportation/physical distribution services for U.S. Navy afloat and ashore activities and pay and account for Navy transportation bills. NAVMTO maintains two field offices: one is located in Bayonne, New Jersey at the Military Traffic Management Command Eastern Area (MTMCEA) to assist with ocean shipments moving out of the East and Gulf Coast ports; and the one is located at Travis Air Force Base, Fairfield, California to provide assistance with air clearance,

expediting shipments and export clearance from the West Coast water ports.

2. Additionally, there are Liaison Officers located with the TWENTY-SECOND Air Force at Travis AFB, California and with the TWENTY-FIRST Air Force at McGuire AFB, New Jersey. Their primary duty is to expedite Navy cargo with the Air Mobility Command (AMC).
3. To accomplish its mission, NAVMTO:
 - a. Operates the AMC aerial port in CONUS at the Naval Air Station (NAS) Norfolk, Virginia, moving passengers and cargo to the Atlantic and Indian Ocean, Mediterranean and Caribbean areas.
 - b. Serves as the CONUS Air Clearance Authority (ACA) for the Navy and Coast Guard, to authorize movement of material through the AMC and commercial air systems.
 - c. Traces and expedites high priority shipments to ensure timely delivery to fleet customers.
 - d. Maintains fleet locator information.
 - e. Provides routing instructions for all fleet freight.
 - f. Provides technical direction, guidance and assistance in material transportation matters.
 - g. Maintains a staff of specialists in transportation and traffic management who administer and coordinate Navy transportation systems and programs including: Navy Expediting and Consolidation Program (NECP), Advanced Traceability and Control (ATAC) program, Special Assignment Airlift Missions (SAAMs) for cargo, surface support, and the Defense Transportation Tracking System (DTTS).
 - h. Acts as a liaison between the DOD Transportation Agencies (MTMC, MSC, AMC) and Navy shippers.
 - i. Deploys the Mobile Navy Overseas Air Cargo Team (NOACT) of career enlisted Air Cargo Specialists, individually or in small teams,

to worldwide fleet logistics sites (US and foreign airports, carrier airheads, etc.).

- j. Maintains and trains a contingent of Reserve Air Terminal Units and Reserve NOACT Units to support deployed fleet units during peacetime exercises or in the time of war.
- k. Maintains a staff of specialists in finance that administer the Navy Management Fund (NMF), and the Service Wide Transportation (SWT) budget, and pay the majority of the Navy's freight/personal property/passenger transportation bills.

5022. Cargo Routing

1. NAVMTO routes cargo from Navy shippers to fleet activities worldwide by maintaining and distributing surface and air freight routing instruction for Navy mobile units and ships. This data is collected by the NAVMTO Fleet Locator. Since the primary and best source of information is from the battalion itself, it is extremely important that the unit keep NAVMTO informed of its location when deployed through appropriately classified Naval messages.

THIRTY DAYS PRIOR TO DEPLOYMENT, NAVMTO SHOULD BE PROVIDED WITH A PROSPECTIVE SCHEDULE INCLUDING THE LAST DAY YOU WANT TO RECEIVE CARGO IN HOMEPORT.

2. While deployed, schedule changes that affect cargo routing should be incorporated, as received, into an updated routing message and submitted to NAVMTO. Cargo routing messages should identify the location/port where the battalion will be receiving cargo, the inclusive dates and the transportation priority for cargo they desire to accept at each location/port. When cargo is to be routed to a Carrier Onboard Delivery (COD) or Vertical Onboard Delivery (VOD) only airhead, routing messages must identify the maximum size of cargo that can be accepted. (See sample cargo routing messages in Figure 5-7 and 5-8.)

Note: For units deploying/redeploying to the Mediterranean, Commander, Fleet Air, Mediterranean (COMFAIRMED), Naples, Italy should always be an INFO ADDRESSEE on all initial routing messages. After arrival in the Mediterranean area, notifying NAVMTO as necessary where cargo should be routed.

3. Surface freight is normally consolidated in CONUS at Norfolk, Virginia or Long Beach, California and transshipped to the appropriate deployment waterport. (Note: Surface cargo will not normally be routed to the unit when deployments are for less than 90 days.) The general rule is:
 - a. For East Coast mobile units operating in the Mediterranean, surface cargo is generally sent from Norfolk, Virginia to Naples, Italy.
 - b. For East Coast mobile units operating in the Middle East/Persian Gulf operations area, surface cargo is routed from Norfolk, Virginia to Bahrain.

5023. Air Clearance

1. NAVMTO is the ACA for all Navy and Coast Guard sponsored air shipments originating in CONUS. NAVMTO approves the movement of air eligible shipments moving from CONUS to overseas destinations via organic AMC or commercial air; and for shipments meeting air clearance criteria (over 100 pounds, 15 cube or requisitions over 90 days), within CONUS via commercial air. Shipments originating overseas must be cleared and routed by an overseas ACA. The overseas ACAs are listed in NAVSUP P-485, Appendix 22.
2. Shippers wishing to request clearance and routing from NAVMTO or any of the ACAs, must submit by telephone, on-line remote terminal (SPLICENET) or Naval message complete Transportation Control and Movement Document (TCMD) information, as identified in Department of Defense (DOD) Regulation 4500.32R (MILSTAMP), prior to shipping. TCMD data can be constructed by using the Decision Table in NAVSUP P-485, Chapter 7. If the shipment does not fall under challenge criteria, the shipper will be instructed to release it by the hour and day indicated in Block 15 of the TCMD (cc 10-12). Key Air Clearance telephone numbers are provided in paragraph 5036.

5024. Service-wide Transportation (SWT). SWT is a NAVSUP program which provides funding for the majority of the Navy's worldwide cargo movements. There are two major categories of SWT; first and second destination. First Destination Transportation is that transportation required to deliver material from a procurement source (any supplier outside the DOD supply system and any DOD industrial activity which fabricates new material) to the first point of use or storage within DOD. Second Destination Transportation is any transportation other than first destination, i.e., transportation required to deliver material from the initial storage point to the end user.

Note: Shipments of an administrative nature (letters, documents, service records, etc.) originating from mobile units are chargeable to OPTAR and not SWT.

5025. Air Challenge Program. The Air Challenge Program at NAVMTO is a cost saving measure designed to conserve transportation funds by challenging the validity for air transportation of requisitions that fall under certain criteria identified below. The air challenge process enables units to reflect changes in the urgency of need which may have occurred between the time a requisition was submitted and the time it is ready for shipment. Shipments which can be diverted to a surface mode translate into significant cost avoidance for the Navy. The Air Challenge Program works as follows:

1. Requests for air shipments are challenged based on criteria established in NAVSUPINST 4630.22B (Use of Air Transportation by Navy Shippers). NAVMTO challenges any shipment which has a requisition date over 90 days old. Non-NORS shipments exceeding 100 pounds or 15 cube are also challenged. Unless a NORS shipment exceeds the 90 days or \$5,000 threshold, it will not be challenged.
2. When a Unit is challenged, a message is sent to the consignee (mobile unit) requesting justification for air shipment. (See challenge message and reply message in Figures 5-9 and 5-10.)
3. If a challenge message is answered with a valid justification for air shipment, stating why air transportation is required, including an impact statement if material is not received by a certain date, the shipment will usually be cleared for air transportation.
4. In instances where circumstances have changed from the time of requisition submission to preparation for shipment, consignees may instruct NAVMTO to move part of the shipment by air and the rest by surface, or divert the entire shipment to surface, or hold until return to homeport.
5. If a reply is not received within five calendar days or if the justification for air shipment is unacceptable, the shipment will be moved via surface mode.

5026. Use of Commercial Air

1. Out-CONUS commercial air is very expensive and delays often result from customs clearance problems and the fact that most commercial airports are not suitable as COD or VOD airheads. Shippers of Navy-funded material must obtain clearance/routing from NAVMTO for all shipments, regardless of

weight, to be moved by Out-CONUS commercial air, including courier or escort movements.

2. In-CONUS commercial air is authorized for ANORS shipments (identified by "D" in the eleventh position of the requisition number) when surface transit time exceeds 24 hours and for work stoppage requisitions citing an authorized work stoppage project code. Direction on the use of project codes is found in Appendix 6, NAVSUP P-485. The shipper must obtain a Navy Air Route Order (NARO) number from NAVMTO for all commercial air shipments of 100 pounds or more. Shipments weighing less than 100 pounds do not require a NARO number, but are still subject to the restriction limiting the use of commercial air to NORSShipments and shipments that will alleviate a work stoppage

5027. Tracing/Expediting Shipments. NAVMTO provides tracing and expediting service to fleet units and shippers for priority shipments moving within the Defense Transportation system (DTS) to ensure timely delivery to fleet customers. The key element for any tracing or expediting action is the Transportation Control Number (TCN). The TCN is reported in the AS1 shipment status card and is usually the requisition number followed by a three position alpha suffix (normally XXX). The material must be in the DTS (i.e., arrived at a NAVMTO Terminal Operation, AMC, or Military Ocean Terminal) for NAVMTO to provide tracing or expediting services. If the material has not entered the DTS, or has not been submitted to NAVMTO for air clearance, the TCN will show up as a "no record" in NAVMTO computer files.

1. Tracing. Tracing is the method used to determine status of an item in the transportation system. Units desiring to trace CONUS originated air shipments within the DTS must contact NAVMTO by phone or message. DTS shipments originating overseas will be traced by the originating overseas ACA. Before initiating tracer action, ensure that the shipment has commenced (entered the DTS), the normal transit time or the RDD had elapsed, an undue delay in receipt has occurred and the data necessary to initiate tracer action (i.e., TCN, date of shipment lift and Aerial Port of Embarkation (APOE) has been received. Tracing procedures are contained in Chapter 9 of the MILSTAMP Manual. (See tracing request message and reply message in Figures 5-11 and 7-12.)
2. Expediting. NAVMTO provides expediting (Green Sheet and "Must Ride") services for Navy and Coast Guard shipments moving within the AMC and NECP systems. Green Sheet is a procedure to expedite urgently required shipments in the AMC system (on hand at an Air Terminal) that are not otherwise expedited by virtue of their transportation priority, project code or

RDD. Green Sheet is not a priority, but is designed to override all priorities, including TP-1/999, when expedited movement of specific shipment is required in the national interest and designated as operational necessity. Green Sheet is not to be used if the existing transportation priority will meet movement and requirements. Requests for Green Sheet and "Must Ride" service are submitted to NAVMTO (submit Green Sheet request to the appropriate ACA if the shipment is on hand at an Out-CONUS Air Terminal) and should contain the TCN, justification, and name, rank and phone number of the requester. All units must submit Green Sheet requests through the appropriate Brigade N4. (See expediting request message and reply message in Figures 5-13 and 5-14.)

3. NAVMTO also traces and expedites shipments within the following Navy programs:
 - a. ATAC - Advance Traceability and Control (Depot Level Repairables).
 - b. NECP - Navy Expediting and Consolidation Program.
4. For shipments moving via commercial truck, rail, small package express, and U.S. Mail: contact the original shipper for information.

** For shipments moving via LOGAIR (mode of shipment code N in cargo column 77 in AS1 status message): Contact the originating LOGAIR terminal, or as an alternative, the AFLC Wright-Patterson AFB, Ohio, Log Control (DSN 787-3371 OR Commercial (513) 257-3371).

*** For shipments moving via water export through Norfolk: Contact FISC Norfolk, Virginia, Code 402.22 (DSN 564-3045 or Commercial (757) 444-3045).

**** For surface export shipments through Ports of Embarkation (POEs) other than Norfolk, contact the Military Traffic Management Command Eastern Area (MTMCEA). DSN 247-6462 or Commercial (201) 823-6462 for East and Gulf coast shipments or Military Traffic Management Command Western Area (MTMCWA) (DSN 837-3894 or commercial (707) 424-3894 for West coast shipments.

5028. Transportation Account Codes (TACs). TACs determine who will be charged (billed) for moving a shipment in the DTS. TACs consist of a four position alpha/numeric code. All Navy funded shipments have an "N" in the first position of the TAC, i.e., N____.

INCONUS NAVY TRANSPORTATION

Introduction: NAVMTO administers several programs to move Navy material between AMC aerial ports, overhaul and repair sites, major shipyards, stock points, homeports, and other support facilities throughout CONUS.

5029. NAVMTO Commercial Shipping System. NAVMTO will contract a commercial shipper to provide the transportation of freight within CONUS. This will be executed by local shipping/ transportation authority who will also process freight for tracing and expediting from its terminal operation. The QUICKTRANS, CONTRUCK and NDTS program no longer exist.

5030. Navy Expediting and Consolidation Program (NECP). NECP is a part of the NAVMTO V-REP operation wherein the V-REP contractor consolidates vendor shipments destined for overseas shore activities and deployed ships/mobile units. Vendor receipt material will go to the V-REP contractor. The program takes advantage of the AMC rate structure which offers lower rates for larger shipments. Navy freight destined for AMC is consolidated onto an AMC 463L pallet and is offered as one shipment. NECP is currently operating at the former QUICKTRANS terminals at NAS Norfolk, Virginia and at Travis AFB, California. The total turnaround time from receipt of cargo at the NECP station to offering for booking with AMC averages less than 24 hours. This program allows for vendor purchased material to be delivered directly to NAVMTO control. This not only allows for complete traceability, but provides quicker turnaround with the AMC terminal once the consolidated pallet arrives because cargo is offered ready for lift. The V-REP contractor at Travis AFB also receives, documents, and consolidates surface shipments destined for Pacific Fleet units.

5031. Local Drayage/Delivery Service. NAVMTO has implemented local area truck delivery systems in major CONUS ports at Norfolk, Virginia; Charleston, South Carolina; Puget Sound, Washington; and Jacksonville, Florida. The purpose of these systems is to use one carrier to provide delivery service to points within a radius of approximately 50 miles at reduced rates.

5032. Special Assignment Airlift Missions (SAAMs). SAAMs are the chartering of AMC aircraft and crew to carry cargo or people that cannot be handled by regularly scheduled AMC channel flights because of cargo size/configuration or urgency of need.

NAVMTO is only responsible for validating AMC/SAAM cargo flights. AMC/SAAM passenger flights are managed through BUPERS and are coordinated by the Regiment or Brigade (refer to COMCBPAC/COMCBLANT 4600.2). NAVMTO receives SAAM requests and arranges the mission with AMC. This specialized service by AMC is very expensive and is billed to the appropriate BRIGADE. Charges are based largely on flying hours and range from \$1,700 per hour for a C-130 to \$7,630 per hour for a C-5.

5033. Opportune Lift (OPLIFT). The OPLIFT program was initiated to conserve transportation funds by moving Navy material on naval vessels (USS or USNS) during scheduled deployments. High cube, high density, low priority shipments that have no specified RDD are excellent candidates for the program. OPLIFT capability is coordinated directly through cognizant Brigades and requests concerning the availability should be directed to the COMSECONDNCB/COMTHIRDNCB as appropriate.

1. Reports of any OPLIFT movement, whether for Navy or other DOD components, are required by NAVMTO by the fifth day of every month. If you are sending your report to a fleet commander or designee, INFO NAVMTO and the cognizant NCB.

5034. Surface Support. Surface Support (formerly known as Surface Express) is a system designed to divert air eligible material to reliable surface transportation from CONUS to overseas consignees. This program is specifically aimed at heavy/high cube air eligible shipments that would otherwise be air shipped at significantly higher costs. A valuable feature of this program for the requisitioner/consignee is visibility of the shipment, in that the shipment is intensively monitored after it arrives at the water port. NAVMTO Representatives at the outports in Bayonne, New Jersey and Travis AFB, Fairfield, California are coordinators for this program.

1. A Potential Surface Support shipment is defined as:
 - a. A Navy funded Issue Priority Group I or II shipment
 - b. Over 2,000 pounds or 250 cube
 - c. Originating in CONUS and destined for overseas consignees
 - d. Smaller shipments that require costly special handling or accessory charges which would be avoided by using surface transportation.
2. While all these air eligible shipments should be identified during the air clearance process, the key to success for a Surface Support shipment is early identification. With advance planning and intensive shipment

coordination by the NAVMTO Representatives, your shipment can move smoothly through the surface processing procedures. Contract administration services personnel and transportation officers are urged to advise the appropriate NAVMTO representatives (MTMCWA and MTMCEA) as far in advance of a Surface Support shipment as possible.

5035. Post Deployment Survey. Battalion comments are important and serve as a valuable tool in evaluating and improving NAVMTO's performance. Units are encouraged to complete the following questionnaire and return it to NAVMTO, via the Brigade (COMSECONDNCB N41 or COMTHIRDNCB N41), not later than 30 days after completing a deployment:

Commanding Officer
Navy Material Transportation Office
Fleet Cargo Control Division (031)
1837 Morris Street, Suite 600
Norfolk, VA 23511-3492

1. Unit, Deployment, Dates
2. What transportation logistics problems were encountered during POM?
3. What transportation logistics problems were encountered during deployment (i.e., inadequate airlift frequency; instances of frustrated cargo shipments; instances of misrouted cargo; etc.)?
4. Were any problems encountered when moving retrograde material?
5. Did your activity use an ATAC Node or Hub for turn-in of "F" condition DLR assets? Comment?
6. Were tracer and expedite requests answered in a timely manner?
7. Did the Air Challenge Program work as advertised?
8. General suggestions and comments.

Signature
Rank/Billet

5036. NAVMTO Points of Contact

NAVY MATERIAL TRANSPORTATION OFFICE
 1837 Morris Street, Suite 600
 NORFOLK, VIRGINIA 23511-3492
 DSN 56X-XXXX/COMMERCIAL (757) 44X-XXX

FUNCTION

AIR TRANSPORTATION DUTY OFFICER (24 HOURS)
 CHALLENGE/TRACING/EXPEDITING
 FLEET LOCATOR/CARGO ROUTING/SAAMS
 AIR CLEARANCE

EXTENSION

4-7381
 4-8211/8201/8207
 4-7381
 4-7381

GENERAL TRANSPORTATION ASSISTANCE

TAC ASSISTANCE
 NECP
 ATAC
 OPPORTUNE LIFT PROGRAM
 MOBILE NOACTS

4-3165
 4-7384
 4-8496/5-1183
 4-7381
 4-7950/5-1184

SURFACE SUPPORT

NAVMTO REP, MTMCEA
 BAYONNE, NJ

DSN 247-6458
 (201) 823-6458/5582

NAVMTO REP, MTMCWA
 TRAVIS AFB, CA

DSN 837-3894
 (707) 424-3894/4986

AMC LIAISON OFFICERS

21AF LIAISON

DSN 440-3434
 (609) 724-3434

22AF LIAISON

DSN 837-4479
 (707) 424-4479

NAVAL AIR TERMINAL NORFOLK

AIR TERMINAL OPERATIONS CENTER
 FREIGHT DIVISION
 PASSENGER SERVICE DIVISION

444-4735/3922
 444-0178/3675
 444-3947

FURTHER COMMENTS MAY BE DIRECTED TO THE FOLLOWING:

DIRECTOR, FLEET CARGO CONTROL DIVISION(CODE 031)	4-7381
DIRECTOR, OPERATIONS MANAGEMENT DEPARTMENT (CODE 03)	4-8300
DIRECTOR, NORFOLK NAVAL AIR TERMINAL (CODE 05)	4-4517 / 4-3894

5037. GLOSSARY

AIRLIFT CLEARANCE AUTHORITY (ACA) - A Service activity which controls the movement of cargo into the airlift system. NAVMTO is the ACA for all Navy and Coast Guard funded/sponsored shipments originating in the continental United States (CONUS) for movement by AMC, or commercial air.

ADVANCED TRACEABILITY AND CONTROL (ATAC) - A program designed to improve the accountability and traceability of Depot Level Repairable (DLR) shipments. A freight agent is used to reduce the DLR pipeline which receives DLRs from ships and other turn-in activities for expedited processing and movement to the designated repair or storage site.

LOGAIR - A contract airlift service within CONUS for the movement of cargo in support of the Air Force's Logistics System.

MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES (MILSTAMP) - Provides standard military transportation documentation procedures for DOD. Volume I contains shipment procedures and Volume II contains information concerning TAC codes.

NAVY CONSOLIDATION PROGRAM (NAVCON) - The consolidation of Navy material consigned to common destinations which move at lower rates for larger shipments.

NAVY EXPEDITING AND CONSOLIDATION PROGRAM (NECP) - A NAVMTO managed, contractor-operated program that receives and processes shipments from commercial vendors and contractors into the Defense Transportation System (DTS) for delivery to Navy activities. The NECP contractor also consolidates small shipments to common destinations into NAVCON pallets to take advantage of the AMC rate structure of lower rates for larger shipments.

OPPORTUNE LIFT (OPLIFT) - The movement of Navy material with long lead times or no RDD via Naval vessels (USS or USNS) during scheduled deployments. OPLIFT requires no expenditure of transportation funds and is coordinated through the appropriate surface TYCOMS.

SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM) - One or more AMC aircraft and crew chartered to perform a mission which is not able to be performed by scheduled channel missions.

SURFACE SUPPORT - Program designed to divert air eligible Navy material to reliable surface transportation from CONUS to overseas destinations. Shipments moving in this program are monitored by NAVMTO Representatives in Bayonne, NJ or Fairfield, CA.

TRANSPORTATION ACCOUNT CODE (TAC) - Four digit alpha-numeric code used to bill transportation charges to the appropriate activity.

[illegible]

Figure 5-1 (Page 1)

[illegible]

DD Form 1907, FEB 86

PAGE 2

Figure 5-1 (Page 2)

4050

Ser

From: Commanding Officer, U.S. Naval Mobile Construction
Battalion ONE
To: SKCS Antonio V. Grey, USN, 123-45-6789
Subj: DESIGNATION OF PERSONAL PROPERTY TRANSPORTATION OFFICER
Ref: (a) COMSECONDNCB/COMTHIRDNCBINST 4400.3
(b) NAVSUP P-490 (Transportation of Personal Property)
(c) Joint Travel Regulations, Chapter 8
(d) NAVSUP P-485 (Afloat Supply Procedures)

1. In accordance with reference (a), you are hereby designated as this command's Personal Property Transportation Officer (PPTO).

2. You shall be responsible for coordinating the shipment of personal effects and unaccompanied baggage of battalion personnel.

3. You will familiarize yourself with the contents of reference (a) through (c) and paragraphs 1255-1306 of reference (d) in the performance of your duties.

/s/

Copy to:
Service Record
Admin Officer

Figure 5-2

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE / SHIPPING DOCUMENT

Form Approved
OMB No. 0704-0246
Figures Oct 31, 1991

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

1. FROM (include ZIP Code) V55101 COMMANDING OFFICER, NMCB ONE										SHEET NO. OF SHEETS 8 JUL 94		5. REQUISITION DATE 8 JUL 94		6. REQUISITION NUMBER V55101-4189-7199							
2. TO (include ZIP Code) V66450 COMMANDING OFFICER NAVAL CONSTRUCTION BATTALION CENTER GULFPORT, MS.										7. DATE MATERIAL REQUIRED (YYMMDD)		8. PRIORITY		TP 03							
3. SHIP TO MARK FOR V66450 RECEIVING OFFICER NMCB CAMP MOSCRIP ROOSEVELT ROADS, PR										9. AUTHORITY OR PURPOSE COMSECONDCNCB LTR NO.1 SER 012 DTD 10 APR 94 W. N. DUNN, LCDR, SC, USN		10. MODE OF SHIPMENT SURFACE		14. BILL OF LADING NUMBER							
4. APPROPRIATIONS SYMBOL AND SUBHEAD M/F NMCB ONE										12. DATE SHIPPED (YYMMDD)		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.									
ITEM NO.		FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES		ORL CL.		BUR CONT NO.		SIRAL LOT		AUTORIZATION ACTG ACTIVITY		TRANS TYPE		PROPERTY ACTG ACTIVITY		COUN TRY		COSI CODE		AMOUNT	
(a)		(b)		(c)		(d)		(e)		(f)		(g)		(h)		(i)		(j)		(k)	
1741804.60CA		000		57034		0		062583		2D		V57034		N72H4G8129NP						\$10,000	
SHIPMENT OF UNACCOMPANIED PERSONAL EFFECTS, PER ATTACHED LIST, IN CONJUNCTION WITH UNIT DEPLOYMENT. MILVAN SEAVAN OTHER: ESTIMATED WT: 40,000 LBS ESTIMATED CU: 1,400 DATE AVAILABLE FOR SHIPMENT: 15 JUL 94 UNIT POINT OF CONTACT: SKCM(SW) PEARSON EXT: 7263 I CERTIFY THAT ITEMS INCLUDED IN THIS SHIPMENT ARE TAW PARA M8200.1 OF JTR W.N. DUNN, LCDR, SC, USN																					
16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO										17. SPECIAL HANDLING											
18. ISSUED BY		TOTAL COM TAINERS		TOTAL COM TAINER		DESCRIPTION		TOTAL WEIGHT		TOTAL CUBE		19. CONTAINERS RECEIVED		DATE (YYMMDD)		BY		SHEET TOTAL			
RECEIVED BY												R									
CHECKED BY												E									
PACKED BY												C									
												I									
												P									
												T									
TOTAL										TOTAL											

DD Form 1149, MAR 89

S/N 0102-LF-007-2300

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Previous editions are obsolete.

(May Overprint 1991)

Figure 5-3

RECEIPT FOR UNACCOMPANIED BAGGAGE						
DEPLOYMENT DATE				ACTIVITY ADDRESS/COMPANY		
DESTINATION TO: SUPPLY OFFICER, _____						
RECEIVED FROM: (LAST NAME, FIRST, M.I.)				RANK/RATE		SSN
SERVICE BRANCH						
I certify that the items listed below are owned by me on this date and they are required for my personal use, comfort, and well being. <div style="display: flex; justify-content: space-between;"> SIGNATURE _____ DATE _____ </div>						
ITEM	DESCRIPTION	MAKE/MODEL	QTY	COND (NEW/USED)	PURCHASE DATE	VALUE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
BREAKBULK ABBREVIATION FOR QUANTITY <div style="display: flex; justify-content: space-between;"> <div> BD-BUNDLE BX-BOX CA-CABINET CR-CRATE </div> <div> CS-CASE CT-CARTON FK-FOOTLOCKER MX-MIXED (MORE THAN ONE TYPE) </div> <div> PC-PIECE SB-SEABAG SW-SUITCASE TK-TRUNK </div> </div> CONDITION CODES: <div style="display: flex; justify-content: space-around;"> N-NEW U-USED </div>						
Receipt of the above article is acknowledged <div style="display: flex; justify-content: space-between;"> SIGNATURE _____ DATE _____ </div>						
NUMBER OF PIECES		WEIGHT		CUBE		REMARKS
COMSECONDNCB/COMTHIRDNCB 4400/1 (11/96)						

Figure 5-4

COMSECONDNCB/COMTHIRDNCBINST 4400.3

4050
Ser

From: Commanding Officer, U.S. Naval Mobile Construction
Battalion ONE
To: LCDR I. M. SUPPO, SC, USN, 123-45-6789 and 140 Others
Subj: SHIPMENT OF UNACCOMPANIED BAGGAGE IN CONNECTION WITH
TEMPORARY ADDITIONAL DUTY ORDERS
Ref: (a) Joint Travel Regulations, Chapter 8
(b) COMSECONDNCB/COMTHIRDNCBINST 4400.3, Chapter 5

1. In accordance with references (a) and (b), you are hereby authorized to ship unaccompanied baggage from Gulfport, Mississippi to Puerto Rico in connection with the deployment of NMCB ONE.

2. The cost for this authorization is chargeable to the following appropriation:

17_1804.60CA/000/57034/0/062583/2D/V57034/N72H4G8129NP

Estimated Cost: \$10,000
Job Order Number: 4G8129
Expenditure Number: V55101-4091-7043
TAC: NMF-4-N72H

3. No further cost is authorized in connection with this authorization.

I. M. THECAPTAIN

Attachment I

Sample Attachment

Unit: NMCB ONE		Destination:		Camp Moscrip, Puerto Rico	
<u>NAME</u>		<u>RANK/RATE</u>	<u>QTY</u>	<u>KIND</u>	<u>WT</u>
<u>CU</u>					
KOPP, L. J.	NSA	2	SB	175	8
FREED, R. M.	WO3	8	FX	500	24
				TOTALS	
24,100	1,250				

Figure 5-5

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE / SHIPPING DOCUMENT

Form Approved
OMB No. 0704-0246
Expires Oct. 31, 1991

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing the collection of information, sending comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

1 FROM (Include ZIP Code) V55101 COMMANDING OFFICER, NMCB ONE

2 TO (Include ZIP Code) N62604 COMMANDING OFFICER
NAVAL CONSTRUCTION BATTALION CENTER
GULFPORT, MS.

3 SHIP TO-MARK FOR V66450 RECEIVING OFFICER
NMCB CAMP MOSCRIPT
ROOSEVELT ROADS, PR

4 APPROPRIATIONS SYMBOL AND SUBHEAD M/F NMCB ONE (TAC: N162 APPLIES)

5 AUTHORITY OR PURPOSE COMSECONDNCB LTR SER 012 DTD 10 APR 94
W. N. DUNN, LCDR, SC, USN V55101-4189-0011

6 REQUISITION NUMBER TP 03

7 DATE MATERIAL REQUIRED (YYMMDD) 8 JUL 94

8 PRIORITY

9 AUTHORITY OR PURPOSE

10 MODE OF SHIPMENT SURFACE

11a VOUCHER NUMBER & DATE (YYMMDD)

12 DATE SHIPPED (YYMMDD)

13 BILL OF LADING NUMBER

14 AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

15

16 TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO

17 SPECIAL HANDLING

18 ISSUED BY

19 CONTAINERS

20 RECEIVERS

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DD Form 1149, MAR 89

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SN 0022LF-007-2300

Previous editions are obsolete.

(May Overprint 1989)

Figure 5-6

ZNY CCCCC

P R 141700Z JAN 94 ZYB

FM NMCB ONE

TO NAVMTO NORFOLK VA//031//

INFO CHAIN OF COMMAND AS PERTINENT REGULATIONS

COMFAIRMED NAPLES IT (FOR MED, MEF OR I.O. DEPLOYMENTS)

COMFAIRWESTPAC ATSUGI JA (FOR WESTPAC/I.O. DEPLOYMENTS)

DOWN LINE SUPPLY POINTS AND AIR TERMINALS

BT

C O N F I D E N T I A L //N04630//

MSGID/GENADMIN/NMCB ONE/0001

SUBJ/FLEET FREIGHT ROUTING INSTRUCTION MOD NO. 1 (U)//

REF/A/RMG/NMCB ONE/121212ZDEC93/NOTAL//

POC/JOHN DOE/LT/PRIPHN:123-4567/-/-/SECPHN:123-4567/-//

RMKS/1. (C) THE FOLLOWING CARGO ROUTING INSTRUCTIONS UPDATE AND SUPERCEDE REF A FOR UIC V55101 AND ARE EFFECTIVE IMMEDIATELY. READ IN THREE COLUMNS:

PORT	PERIOD INPORT	TRANS PRI
CBC GULFPORT MS	PRESENT - 15 MAR 94	1/2/3
NAVSTA ROTA SP	16 MAR 94 - 30 SEP 94	1

2. (U) ROUTING INSTRUCTION UPDATE WILL BE SUBMITTED AS REQUIRED BY SKED CHANGES.//

DECL/31OCT94//

BT

Figure 5-7

COMSECONDNCB/COMTHIRDNCBINST 4400.3

ZNY CCCCC

P R 151810Z SEP 94 ZYB

FM NMCB ONE

TO NAVMTO NORFOLK VA//031//

INFO CHAIN OF COMMAND AS PERTINENT REGULATIONS

COMFAIRMED NAPLES IT (FOR MED, MEF OR I.O. DEPLOYMENTS)

DOWN LINE SUPPLY POINTS AND AIR TERMINALS

BT

C O N F I D E N T I A L //N04630//

MSGID/GENADMIN/NMCB ONE/0008//

SUBJ/FLEET FREIGHT ROUTING INSTRUCTION MOD NO. 2 (U)//

REF/A/RMG/NMCB ONE/141700ZJAN94/0008//

POC/JOHN DOE/LT/PRIPHN:123-4567/-/-/SECPHN:123-4567/-//

RMKS/1. (C) THE FOLLOWING CARGO ROUTING INSTRUCTIONS UPDATE
AND SUPERCEDE REF A FOR UIC V5510L AND ARE EFFECTIVE IMMEDIATELY.

READ IN THREE COLUMNS:

PORT	PERIOD INPORT	TRANS PRI
CBC GULFPORT MS	01 OCT 94 - 15 MAR 95	1/2/3

2. (U) WE WILL UPDATE THESE INSTRUCTIONS AS REQUIRED BY SKED CHANGES.//

DECL/31OCT94//

BT

#0008

Figure 5-8

ZNY UUUU

P 021942Z MAY 94 ZYB

FM NAVMTO NORFOLK VA//031//

TO COM SECOND NCB LITTLE CREEK VA//N3//

INFO FISC NORFOLK VA//401// (SHIPPING ACTIVITY)

BT

UNCLAS //N04630//

MSGID/GENADMIN/NAVMTO NORFOLK VA/0002/-//

SUBJ/AIR SHIPMENT CHALLENGE//

REF/A/DOC/NAVSUPINST 4630.22B/02AUG78//

AMPN/REF A REGARDS THE USE OF AIR TRANSPORTATION.//

POC/JOHN DOE/LT/PRIPHN:123-4567/-/-/SECPHN:123-4567/-//

RMKS/1. IAW REF A, REQUEST PROVIDE JUSTIFICATION FOR AIR SHIPMENT OF THE FOLLOWING MATERIAL, INCLUDING IMPACT STATEMENT IF DIVERTED TO SURFACE SHIPMENT. ENSURE REQUISITION NUMBER V55101-0109-A101 IS INCLUDED IN REPLY.

NOMENCLATURE: AIR CONDITIONER AIR COST: 1857 USD

P/W/C/: 1/225/8 SURFACE COST 238 USD

2. IF AIR SHIPMENT IS NOT REQUIRED, REQUEST CONCURRENCE TO DIVERT SHIPMENT TO SURFACE. IF REPLY IS NOT RECEIVED WITHIN 5 CALENDAR DAYS OF THIS MSG DTG, SHIPPER WILL DIVERT TO SURFACE.

3. YOUR SUPPORT OF THE NAVY AIR CHALLENGE PROGRAM IS APPRECIATED.//

BT

#0002

Figure 5-9

COMSECONDNCB/COMTHIRDNCBINST 4400.3

ZNY UUUUU

P 040125Z MAY 94 ZYB

FM COM SECOND NCB LITTLE CREEK VA//N41/N3//

TO NAVMTO NORFOLK VA//031//

INFO NMCB ONE

FISC NORFOLK VA//401//

BT

UNCLAS //N04630//

MSGID/GENADMIN/COM SECOND NCB LITTLE CREEK VA/0003//

SUBJ/AIR SHIPMENT CHALLENGE REPLY

REF/A/RMG/NAVMTO NORFOLK VA/021942ZMAY94

REF/B/DOC/REQN/-//

AMPN/REF B IS REQ NR V55101-0109-A101, AIR CONDITIONER.//

POC/JOHN DOE/LT/PRIPHN:123-4567/-/-/SECPHN:123-4567/-//

RMKS/1. IRT REF A, REQ SHIP REF B BY AIR TO MEET RDD OF 0132.

2. JUSTIFICATION: CURRENT AIR CONDITIONING UNIT HAS BECOME
EXTREMELY UNRELIABLE DUE TO IRREPARABLE LEAKS AND EXCESSIVE
CORROSION. AIR CONDITIONING UNIT IS REQUIRED IMMEDIATELY TO
ASSIST IN COOLING ADP AND COMMUNICATIONS EQUIPMENT AND OFFSET
POTENTIAL C3 EQUIPMENT CASUALTY WHILE UNIT IS DEPLOYED.

DIVERSION TO SURFACE TRANSPORTATION WILL INCREASE TRANSIT TIME AND
CAUSE UNNECESSARY DELAY WHICH MAY NECESSITATE A NORS SITUATION.//
BT

Figure 5-10

ZNY UUUUU

P 040735Z MAY 94 ZYB

FM NMCB ONE

TO NAVMTO NORFOLK, VA//031//

INFO FISC NORFOLK VA//JJJ//

BT

UNCLAS //N04630//MSGID/GENADMIN/NMCB ONE/0004/-//

SUBJ/MATERIAL SHIPMENT TRACER REQUEST

REF/A/RMG/FISC NORFOLK VA/020235ZMAY94//

REF/B/DOC/CONTRACT/-//

AMPN/REF B IS V55101-3272-0112XXX, CONTRACT NO N00189-93-F-BM17//

POC/JOHN DOE/LT/PREPHN:123-4567/-/-/SECPHN:123-4567/-//

RMKS/1. REF A STATED THAT MATERIAL TCN REF B WAS DELIVERED VIA

UPS ON 15 APR 94 TO NORVA FFT. TO DATE MATERIAL NOT

RECEIVED.

2. REQUEST NAVMTO INITIATE TRACER ACTION TO DETERMINE LOCATION
OF
MATERIAL. REQUEST ADMSG RESULT.//

BT

#0004

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Figure 5-11

COMSECONDNCB/COMTHIRDNCBINST 4400.3

ZNY UUUUU

P 051740Z MAY 94 ZYB

FM NAVMTO NORFOLK VA//031//

TO NMCB ONE

INFO 436 APS DOVER AFB DE//JJJ//

FISC NORFOLK VA//JJJ//

BT

UNCLAS //N04630//

MSGID/GENADMIN/NAVMTO NORFOLK/0005/-//

SUBJ/TRACER REPLY//

REF/A/RMG/NMCB ONE/040735ZMAY94/NOTAL//

REF/B/DOC/-/-//

AMPN/REF B IS TCN V55101-9272-0112XXX PWC 1/1/1//

POC/JOHN DOE/LT/PRIPHN:123-4567/-//

RMKS/1. IRT REF A, REF B LIFTED IN AMC FLIGHT TBPW1500/011,

MANIFEST NR DOV 9C 02370, PLT ID WC, TAIL NR 948381, MANIFEST

REF - CT, APOD/RTA.//

BT

#0005

NNNN

Figure 5-12

ZNY UUUUU
P 141745Z MAY 94 ZYB
FM NMCB ONE
TO NAVMTO NORFOLK VA//031//
INFO FISC NORFOLK VA//JJJ//
BT
UNCLAS //N04630//
MSGID/GENADMIN/NMCB ONE/0006//
SUBJ/EXPEDITE REQUEST
REF/A/DOC/-/-//
AMPN/REF A IS TCN V55101-0053-0060XXXX PWC 13/416/98//
POC/JOHN DOE/LT/PRIPHN:123-4567/-/-/SECPHN:123-4567/-//
RMKS/1/ DUE TO OPERATIONAL AND DEPLOYMENT SCHEDULE CHANGE, REQ
MATERIAL REF A BE SHIPPED, GREENSHEETED TO ARRIVE NAS ROTA SP
FFT NLT 20 MAY 94. REQ ADCOMPSHIPDA VIA PRI MSG.//
BT
#0006
NNNN

Figure 5-13

COMSECONDNCB/COMTHIRDNCBINST 4400.3

ZNY UUUUU
P 161705Z MAY 94 ZYB

FM NAVMTO NORFOLK VA//031//

TO 436 APS DOVER AFB DE//JJJ//

INFO NMCB ONE//S4/S3//

BT

UNCLAS //N04630

MSGID/GENADMIN/NAVMTO NORFOLK/0007//

SUBJ/SHIPMENT STATUS EXPEDITE REQUEST//

REF/A/RMG/NMCB ONE/141745ZMAY94/NOTAL//

REF/B/DOC/-/-//

REC/C/TEL/436 APS/15MAY94//

NARR/REF B IS TCN V55101-0054-0060XXX PWC 13/416/98. REF C IS
TELCON BETWEEN 436 APS DOVER/MR. SMITH/NAVMTO NORVA/MS. JONES.//
POC/JOHN DOE/LT/PRIPHN:123-4567/-/-/SECPHN:123-4567/-//

RMKS/1. IRT REF A, MATERIAL REF B DELIVERED TO DOVER AFB ON JD
0132 MODE A AND SIGNED FOR BY DON MARSHALL.

2. CONFIRM REF C, REQ AIR SHIPMENT GREENSHEET MUST RIDE ON FIRST
AVAIL FLIGHT APOD/RTA. ADSHIPDA ALCON VIA PRI MSG.//

BT

#0007

NNNN

Figure 5-14

CHAPTER 6

INVENTORY MANAGEMENT

SECTION I GENERAL

6000. Introduction. The procedures contained in this Chapter, and in Chapter 6 of NAVSUP P-485, provide concepts and guidance that will ensure maximum supply readiness when conscientiously applied. Frequent audits and constant monitoring by the Supply Officer are vital to the success of these procedures.

6001. Records and Files. Proper maintenance of the following files is essential to efficient and effective inventory management. NAVSUP P-485 Chapter 6 contains detailed instructions regarding the use of these files.

1. Stock Record Card Files. A NAVSUP Form 1114 (Stock Record Card Afloat) will be maintained in the respective functional outlet for each stocked item at all Dets, and for CTR at all main body sites. Stock Record Cards (SRCs) will also be maintained for Air Det material. The SRCs will be filed in numerical sequence by PN/NICN/NIIN, segregated into organic, augment, project special tool, or MOD 96, MOD 97 and MOD 98. Separate files will be maintained for SIM and non-SIM materials.

2. PATF (Procurement Action Tickler File). A PATF is required to be maintained by NCF units in which the stock records and requisitioning functions are performed in different locations. It is not required in units where the stock records and requisitioning functions are performed in the same physical location.

3. Supply Office Supply Document Files. The following files will be maintained in the Supply Office. At Det sites these are Manual Files, Micro-SNAP automatically maintains these required files at units and locations where it is used.

- a. MOF (Material Outstanding File)
- b. MCF (Material Completed File)
- c. Consumption File
- d. SEAS Data File

- e. Expenditure File
- f. DLR Suspense File
- g. Miscellaneous Receipt File
- h. Historical Demand File

With Micro-SNAP installed throughout the unit, departments/companies have the ability to enter requirements, check stock, and monitor requisition status from the SNAP capable terminals located in work spaces. Manual NAVSUP 1250-1s will apply to DET sites, CTR Outlet, when directed by the applicable Brigade, and to units that do not have M-Snap

6002. Issue Control. All requests for stock material issues/loans, DTO material procurement, and chargeable services will be recorded electronically using MicroSNAP on a NAVSUP Form 1250-1 or NAVSUP Form 1250-2. A ball point pen or typewriter must be used to make legible entries in the proper data block. In order to avoid confusion between the numeric zero and the alphabetic "O", the communication "θ" will be use to represent a zero.

1. Manual Preparation of 1250-1. The following mandatory entries will be made in the data blocks of 1250-1 by the requester. For an explanation of storekeeper entries see P-485 Chapter 6.

<u>Data Block</u>	<u>Explanation</u>
1	Julian date on which the issue request is submitted.
2	Internal control number for specific identification of the issue request.
3	Urgency-of-need designator A, B, or C, as appropriate.
4	Required Delivery Date (RDD)
5	Location
6	Selected Item Management (SIM)/ Non-Selected Item Management (Non-SIM)
7	Issue Date
8	Nomenclature of the item requested

- 9 Enter an "X" if the requested item is required to replace a failed part (a defective part which is strongly suspected of being the primary cause of equipment failure). Otherwise, leave blank.
- 10
 - a. Allowance Parts List (APL) or Allowance Equipage List (AEL). If not listed, enter
 - b. For PEB/Shop Use MOD 97 items cite the MOD 97 APL vice an equipment APL.
- 11 Inventory Quantity
- 12 Not In Stock (NIS)/ Not Carried (NC)
- 13 Leave blank
- 14 Enter the appropriate Work Center Code.
- 15
 - a. For CESE: enter the applicable Equipment Repair Order (ERO) number assigned to the job. The ERO sequence will be 0001 through 9999. Relieving battalions will continue the series until 9999 is reached when the number will restart at 0001.
 - b. For all others enter Z000.
- 16 Leave blank.
- 17 Indicate whether the parent equipment is listed in any authorized COSALs when no APL/AEL Number is entered in block 10, or when the requested item is not carried.
- 18 Source Code
- 19 Cognizance Symbol Code (COG)
- 20 Material Control Code (MCC)
- 21-23 Enter the NSN/NICN
- 24 Unit of Issue (U/I).
- 25 Quantity.
- 26 Unit Price (U/P)
- 27 Extended Unit Price
- 28 Fund Code

- 29 Remarks. ("for example, LBI" or "PEB" or additional information pertinent to the requested item. Include "Usage Only to document demand" to record items obtained through cannibalization.)
- 30 Signature of Department Head or designated representative.
- 31 Signature and grade or rate of the person authorized to receive material.

- 2. Issue Document Distribution. See P485 for document distribution and retention of manual 1250-1s. Micro-Snap units are required to retain only the original 1250-1 for BOR and TL processing. After processing the BOR the 1250-1 is no longer required to be retained.

6003. Stock Replenishment. The material availability of all units must support the endurance levels prescribed by higher authority directives (e.g., 60 days for NMCBs). The respective TOAs/COSALs establish the material quantities required to support these levels.

- 1. Scope. Good material support can only be provided by proper inventory management. The material support provided in the NMCB COSALs is designed to give the battalion the capability to be self-sustaining for 60 days (1,200 construction hours) without resupply. However, ammunition and subsistence supplies are limited to 15 days. POL support is limited to three days as drummed gasoline and diesel. The area commander has the responsibility for providing logistics resupply once the initial allowances are depleted.

6004. Physical Inventory. The inventory procedures in Chapter 6 NAVSUP P-485 are mandatory. COMSECONDNCB/ COMTHIRDNCB Inventory Validity goal is 95 percent, except for controlled equipment and DLRs which have a 100 percent goal. Across the board with proper management procedures in place 95 percent is a realistic goal.

- 1. Inventory Schedule. At least one month prior to deployment, the Supply Officer will prepare a physical inventory schedule for the upcoming deployment. The schedule will conform to the inventory frequency criteria for each material category. The first inventories will be scheduled during camp turnover.

2. Frequency. Inventory frequency criteria is delineated in the NAVSUP P-485 Chapter 6, and is adjusted as necessary to accommodate turnover inventories and as provided in this chapter for equipage items.

6005. Equipage and Controlled Equipage

1. TOA Equipage. Equipage items which are allowed in the TOA and are not in excess to the allowance quantity.
2. Non-TOA Equipage. Equipage items which are not in the TOA. This category includes equipage that is identical to TOA items but is held as excess to the allowance quantity.
3. Battalion Equipage. This equipage rotates with the battalion and may, or may not, be listed in an NCF TOA. The items of TOA equipage which are to be managed as permanent NMCB custody items are designated by COMSECONDNCB/COMTHIRDNCB. Non-TOA NMCB equipage procurements must be approved by COMSECONDNCB/COMTHIRDNCB Logistics Department.
4. Camp Plant and Minor Property. Class 3 and Class 4 Plant Property and Minor Property used in day-to-day operations of a Seabee camp but are not TOA, TOA augment, or permanently installed. Items are designated for management purposes as Camp assets. These items will be maintained on hand/on order in the quantities authorized by the Camp allowance or, where no allowance has been developed, as necessity dictates. Replacement items may be procured on a one-for-one basis up to the authorized Camp allowance.
5. Allowances (TOA Equipage). TOA authorized equipage will be maintained on hand/on order in the authorized allowance quantities. Requests for equipage in excess of the established TOA allowance (considered augment equipment) will be submitted to COMSECONDNCB (N4) or THIRDNCB (N4), as appropriate, for approval/disapproval. Complete justification concerning the need and the duration of need must be provided. Requests to change the current TOA allowance will continue to be submitted in accordance with the procedures contained in NAVFACENGCOMINST 4423.1B.

6006. Controlled Equipage. Controlled Equipage is normally carried in allowance quantities only. Chapter 8 of NAVSUP P-485 lists the general categories of items considered Controlled Equipage. Figure 6-1 is the NMCB TOA Controlled Equipage

Item List (CEIL) and Figure 6-2 is the NCF Controlled Equipage Item List (CEIL). The automated listing generated by the unit is Controlled Equipage Inventory System (CEIS) will be maintained in accordance with NAVSUP P-485 Chapter 8 by the unit Supply Officer for all items listed in NAVSUP P-485 and in Figures 6-1 and 6-2. At Atlantic Camps all non-TOA ADP assets will be managed and controlled by the SECOND Brigade Det Office. In Pacific Camps, all ADP assets are controlled by COMTHIRD NCB (N6). Any movement of ADP assets within the Camp, DRMO of obsolete assets, or upgrades to hardware or software will be coordinated with the SECONDNCB Brigade Det personnel, or THIRD NCB N6 as appropriate. All controlled equipage will require custodial signature except where specifically indicated otherwise. Controlled equipage inventories will be performed as follows:

1. Seabee Camps. Inventories of Controlled Equipage will be conducted during the turnover of main body and DET sites. Deployment sites will establish and maintain separate custody records for Air DET and augment Controlled Equipage. COMSECONDNCB and COMTHIRDNCB also require deployment sites to maintain custody records for Air Echelon Controlled Equipage in their custody.
1. 2. NMCBs and other NCF Units. Inventories, adjustments, surveys, and reports of Unit owned Controlled Equipage will be conducted in accordance with procedures listed in P-485 Chapter 8. NMCBs and other NCF units will report the completion and results of the annual inventory to COMSECONDNCB/COMTHIRDNCB (N4), as appropriate. A report of the Controlled Equipage inventory results will be made a part of the relieving letter upon relief of a Company Commander/Department Head.
2. Exclusions. The following categories of equipage will be managed in accordance with procedures listed later in this chapter or with listed references.
 - a. Special Clothing/Infantry Equipment
 - b. Tool Kits and Power Tools.
 - c. Camp Classes 3 and 4 Plant Property.
 - d. Tent Camp Pack Up/Deployed Camp Components.

- e. CESE/USN-Numbered Equipment. Management and inventory control is maintained by COMSECONDNCB and COMTHIRDNCB (N46).

6007. Plant and Minor Property. Management and inventory control will be in accordance with the NAVCOMPT Manual, Volume 3.

6008. Stock Material in Other Departmental Spaces. When Supply Department stocks of material and repair parts (e.g., for electronic, ordnance, CESE, camp maintenance equipment) are stored in other departmental spaces, the Supply Officer will have complete inventory control of these items in accordance with NAVSUP P-485.

- 1. Pre-Expended Bin (PEB). Supply Officers are enjoined to comply with provisions of NAVSUP P-485.

6009. Supply, Edit, Audit and SIM (SEAS). SEAS is a system which utilizes Automated Data Processing Equipment (ADPE) to process basic consumption data generated by, and collected from NCF activities in the normal course of supply operations. The Single Line Item Consumption Document (NAVSUP Form 1250-1 and NAVSUP 1250-2) is the source document to provide the SLC with CESE repair parts usage data. The data submitted to the SLC is used to update Lead Allowance Parts Lists (LAPLs).

- 1. Naval Construction Regiments, Seabee Camps, Underwater Construction Teams (UCTs), Naval Construction Battalion Units (CBUs) and NMCB DETs with OPTAR grants will report repair parts consumption data under the SEAS Program. NMCBs in homeport are not required to submit consumption data. Micro-SNAP will generate the SEAS report. Those activities not on Micro-SNAP must follow the manual procedures prescribed in P-485. In the event SEAS data cannot be transmitted by SALTS, etc., then manual procedures apply.

6010. Demand Effectiveness Goals Report. With the implementation of Micro-SNAP and future enhancements, NCF units will have the capability to generate a monthly demand Effectiveness Goals Report for internal use in accordance with the SNAP Users Guide. As part of the end of the month reports, Supply Officers will generate and retain a monthly Demand Effectiveness Goals Report. This report will be a part of the camp turnover file and will be reviewed during LMAs.

- 1. Goals. The minimum goals for net effectiveness are 90% for non-SIM and SIM items. The gross effectiveness goals are 65% for non-SIM (by definition

SIM has no gross effectiveness). The monthly Demand Effectiveness Report data will be forwarded to the Commanding Officer. If effectiveness values are low or indicate a declining trend, consult NAVSUP P-485 for possible causes of the problem. Effectiveness trends should be monitored monthly to determine if action is required.

6011. Not-In-Stock/Not Carried. Not-In-Stock (NIS) transactions are an indicator of the unit's ability to manage parts allowances and SIM inventory levels. Not Carried (NC)(APL) demands represent an error in the maintenance plan, inaccuracy of the CASEMIS database (USNs assigned do not match COSAL) or a failure in the COSAL provisioning process to identify the items as maintenance significant and worthy of being stocked. The following are common causes of NIS/NC transactions:

- a. Untimely replenishment actions
- b. Delayed receipt of material
- c. Poor Stock Record Validity
- d. Incorrect High/Low Limits
- e. Improper Constants File (CNF) Parameters (Endurance Levels, Demand Processing, OST, etc.)
- f. Incorrect Replenishment Decisions
- g. Failure to consider substitute NSNs
- h. Failure to Post Issues/Receipts
- i. Improper Tech Editing
- j. Failure to perform inventories and location audits
- k. Poor Requisition File Maintenance
- l. Improper Global Level Setting
- m. Improper SIM-DTO Procedures
- n. Low Limits below Allowance

- o. USNs at Camp without COSAL support (APL/UL)
- p. Incomplete APLs or APLs not Updated
- q. APLs do not support maintenance actions (PMs, Maintenance levels do not match to Alfa Company work)
- r. Tech manuals do not match to APLs (Part numbers do not cross to APL LICN/NICN/NIIN)
- s. Improper NSN research by RPPO
- t. SEAS demand data not utilized, stocking not demand based
- u. DET repair not equal to maintenance level stock
- v. Improper/Untimely COSAL Maintenance (UL processing)
- w. CASEMIS not up to date
- x. CESE movement to/from Camps/Dets without COSAL Support
- y. APL matches Equipment COSAL but does not match Equipment Manufacturer
- z. Not using APL/AEL to cross reference Part Number to NSN
- aa. Lack of COSAL "Revalidation"
- bb. NSNs deleted due to lack of demand, age of equipment, manufacturer no longer supports parts
- cc. Untimely UL callouts
- dd. Poor NSN substitute due to poor technical review

6012 How to improve Not-In-Stock/Not Carried. To improve Supply effectiveness, the following actions shall be taken:

COMSECONDNCB/COMTHIRDNCBINST 4400.3

- a. Initiate prompt replenishment actions
- b. Expedite outstanding requisitions
- c. Run global level settings quarterly (vice monthly)
- d. Utilize proper constant file parameters
- e. Conduct random spot inventories and locations audits
- f. Post issues expeditiously and reorder promptly
- g. Improve SIM-DTO practices
- h. Conduct RPPO training on part number to NSN cross-referencing
- i. Inventory Non-SIM remaining in stock at time of issue
- j. Properly research part numbers for NSNs, and substitute NSNs for "primary" NSNs
- k. Review limit flags, if utilized
- l. Validate and ensure low limits equal allowance low limits
- m. Notify the applicable Brigade Equipment Office when CESE USN numbers are not APL/COSAL supported
- n. Initiate stock orders for NC items that meet stocking criteria
- o. Forward SEAS data monthly and on time IAW TYCOM direction
- p. For NC planned maintenance actions, bounce APL against DD Form 1342 to validate USN number, manufacturer, ECC
- q. Report COSAL errors immediately on NAVSUP 1220-2. For repeated NCs on PM actions for a particular USN, bounce the APL against the manufacturer's maintenance manual. Submit a NAVSUP 1220-2 (ACR) as appropriate.

- r. Ensure Alfa company promptly reports CESE receipts and transfers to/from mainbody/Dets
- s. Properly code stock records with substitute information
- t. Conduct COSAL validations against TAB A USN numbers
- u. Conduct an MOV (Internal/External) to validate outstanding stock requisitions

SECTION II ALLOWANCE

6101. ARP Allowance.

1. CESE and Material Handling Equipment. The NMCB TOA Section 4 lists the basic organic equipment allowance. The Organic/Augment Equipment Tab Listing is an up-to-date list of equipment held on-site and is maintained by ALFA Company personnel. This section should be used to validate COSAL accuracy.
2. Technical Publications. The allowance for technical publications and manufacturers' manuals is listed in the COSAL. Stock numbers are assigned and the publications can be requisitioned from CBC, Port Hueneme.
3. Repair Parts. Repair parts allowances are listed in the COSAL which is tailored to the equipment allowed for each unit. (See TOA section 5 for CESE repair parts.)

6102. CTR Allowance. Battalion tools shall be stocked in accordance with the following authorizations:

1. Table of Allowance. The TOA is the primary allowance list for authorized tools. Group numbers with Material Management Codes (4th character of the group number) of 1 or 2 are CTR items. A special group Material Take Off (MTO) list for CTR items shall be retained in CTR and the Alpha sequence made available to patrons. The TOA allowances must be filled to 100% range and depth at all times.

2. Bill of Materials. BMs provide the authorization for procurement of special non-TOA project tools if required. Normally, these tools will be procured for particular project funds provided by the customer.
3. OPORDERS, letters, and messages may further authorize augment and other non-TOA tools.

6103. CSR Allowance. The NMCB TOA (MMC 7) is the primary allowance list. Material quantities must be maintained at 100% of allowance, unless otherwise directed by the appropriate Brigade TOA Manager.

6104. Clothing Allowances. The TOA establishes the allowance of CUUs, special clothing, and individual infantry equipment. Allowance quantities for these items reflect allowances in TOA sections 19 - 22 and are based on manning. Exact quantities of specific sizes are not required to be carried on board only total quantities of a size. (i.e. if 75 small jackets are required that quantity can be carried with 15 small long, 30 small short, and 30 small reg; or 30 small long, 15 small short, and 30 small reg.) Demand data shall be reviewed when establishing allowances. In Third Brigade allowances are fixed in accordance with the TOA. Do not use demand data to alter TOA required quantities.

6105. Camp Maintenance Allowances. If maintained, the COSBAL is the primary allowance for support of camp equipment. The COSBAL supports installed Galley and Facility equipment (i.e., air conditioners, and heaters). A biennial equipment validation is normally conducted at each campsite. During the Camp turnover the Supply Department and BRAVO Company should verify this equipment by comparing the COSBAL with the actual item itself.

Section II Inventory Management

6201. ARP Inventory Management

1. ARP Interface with ALFA Company. ALFA Company maintains a cost control branch whose function includes monitoring and control of material and repair parts requirements. Maintenance Groups Supply functions within the branch are assigned to a Repair Parts Petty Officer (RPPO) who manages the DTO bins, maintains a departmental requisition log and a record of material receipts required for scheduled Equipment Repair Orders (EROs). The Leading Storekeeper shall conduct a twice quarterly random review of the material held in ALFA Company's custody to alleviate "stockpiling" which can

result in a mass turn-in of parts to ARP prior to Camp turnover. Other areas needing close inventory/security monitoring are drummed POL (when held), tires, and the technical library.

2. Excess or Deleted Repair Parts. Excess or deleted materials must be returned to the supply system unless otherwise directed. Items for return must be identifiable to a National Stock Number and in a Ready-For-Issue (RFI) condition. Deleted RFI repair parts should be identified by attaching the DD Form 1348-1A, carefully packed, and returned to the nearest CBC, marked for "L-3" stock.
3. Exchange. Certain CESE equipment components must be turned in for exchange/replacement to the respective Brigade component over-haul program. Pools are operated by the Brigades as a source to fill emergency and other high-cost requirements for major components such as engines and transmissions. COMSECONDCNB/ COMTHIRDCNB 11200.2 series prescribe the policies and procedures for the CESE Float/Overhaul Programs. Contact the Brigade Equipment Office for specific guidance and procedures.
4. Coordinated Seabee Allowance List. A new and/or supplemental COSAL is shipped to deployment sites in accordance with Brigade policy. The COSAL update is identified by a new UL number which also relates to the respective resident battalion on site. The following procedures apply to Dets.

- a. COSAL Processing Procedure

- (1) Acknowledge receipt of the COSAL package by returning a signed DD Form 1348-1 to NAVICP Mechanicsburg, PA.
- (2) Distribute at least one copy each of the COSAL to the Technical Library, the Supply Office, and the ARP outlet. The number of copies sent by NAVICP is determined by COMSECOND NCB DET Gulfport or COMTHIRD NCB Equipment Office, Port Hueneme, as appropriate.
- (3) Verify the equipment listed in Part I of the COSAL against actual equipment on site, use the current Equipment List, TAB A, for this purpose. Report any discrepancies to SECOND or THIRD NCB EQUIPO as appropriate using an Allowance Change Request (ACR) NAVSUP Form 1220-2.

- b. Stock Record Battery (NAVSUP Form 1114). For units not receiving the Automated Unit Loads (AUL), a new deck of Stock Record Cards is provided with each new UL package. It is not necessary to replace the old deck completely with the new set of cards, but units are not restricted from doing so. Care must be taken to ensure usage information is transferred from the old to the new stock record cards whenever they are changed. The following actions must be taken by the resident battalion, when not using the automated update system, to establish the Stock Record Card (SRC) battery for the new COSAL.
- (1) Using the new NSN to old NSN list of stock number changes in the COSAL, remove from the new deck all NAVSUP Form 1114s for the new NSNs listed and remove from the old deck the corresponding NAVSUP Form 1114s for the old NSNs (superseded UL). Transfer management and usage data from the old NSN card to the new NSN card. Enter on the bottom of the old NSN card "Requisition Outstanding" column "Superseded by NSN ____". Using the updated cards, locate the material and mark it with the new NSN. Return new and old SRCs to the deck.
 - (2) Using the due cards (DD 1348M green copy) and the stock battery, post the requisition number and quantity to the corresponding NAVSUP Form 1114s from the DD 1348M. For new items locate the NAVSUP Form 1114 from the new deck, post information, then file with the deck to be used. Forward the DD 1348M to the Supply Office for filing in the MOF for to normal follow-up and other post-requisition procedures.
 - (3) Using the SNSL of the new COSAL, compare each NAVSUP Form 1114 from the updated stock battery with the line entries.
 - (a) Make necessary changes to the stock record card. Pay particular attention to the allowance quantity and APL number.
 - (b) NSNs listed in the SNSL for which a NAVSUP Form 1114 is not held requires preparation of a new stock

record card using the management information from the SNSL.

- (c) NAVSUP Form 1114s for NSNs not listed in the SNSL may be discarded after the NSN has been verified for accuracy and found to be no longer required (equipment supported is no longer on board). Turn in any items not allowed/not required. Submit an ACR (NAVSUP 1220-2) for items not listed but required to support on-site equipment. Retain these parts until resolution of the ACR, or removal of the equipment from the site.
 - (d) The remaining new NAVSUP Form 1114s may be used as future replacements or discarded.
- c. Turn In Document (DD Form 1348-1A). A DD 1348-1A is provided in the COSAL package for items no longer required (deleted) or for allowance quantity decreases. For other items determined to be non-allowance/not required (see paragraph 8b(3)(c) above) prepare a DD 1348-1A.
 - (1) Annotate the item location on the DD 1348-1A.
 - (2) Remove items from their locations.
 - (3) For allowance decreases, the Maintenance Branch of ALFA Company may recommend retaining excess quantities. This should be done only when the usage data or other written justification provided by ALFA Company supports a temporary increase in depth for the particular item(s). The substantiating justification shall be retained on file for LMA review.
 - (4) Attach the DD 1348-1A to the item. Turn in deleted items to the nearest CBC marked for L3 stock. Dispose of all NRFI or part numbered items locally using normal disposal procedures.
 - (5) Retain a copy of each DD1348-1A in the Camp for one year.
- 5. To ensure efficient stock management, the following precautionary procedures are recommended:

a. Stock Record Card.

- (1) Micro-SNAP Sites. A Stock Record will be maintained on Micro-SNAP for each stocked item in ARP, CUU, COMMS, and weapons storerooms.
- (2) DET Sites. Stock Record Card Afloat (NAVSUP Form 1114) will be maintained for each stocked item. Preprinted NAVSUP Form 1114s may be requested from the SLC (Code 153). They are automatically provided with each COSAL update. Separate files must be maintained for SIM and non-SIM, MOD 96, MOD 97, and MOD 98 (augment and organic) parts.
- (3) Kits
- (4) Tools
- (5) 782 Gear Kit Bags

b. NAVSUP Form 1250-1. Material issues will be documented and processed on NAVSUP Form 1250-1s in accordance with paragraphs 6002 of this chapter. RFI material returned to stock will be documented on NAVSUP 1250-1s in accordance with NAVSUP P-485, Chapter 6.

c. Stowage. ARP Repair Parts are stowed separately as; MOD 98 organic, MOD 98 augment(when carried), and MOD 97. Deployed NMCB's MOD 96 repair parts are prepackaged; one is with the Air DET pack up and one is kept sealed in the ARP outlet.

6202. CTR Inventory Management

1. Records and Files

a. Micro-SNAP Sites Second Brigade MicroSNAP sites will maintain Stock Record Cards(SRCs) on Micro-SNAP for all tools and Kits. Kits input into Micro-SNAP with the Kit Assembly Number in the Part Number Block of the SRC and 99999 in the CAGE block. Third Brigade sites will maintain manual CTR records in accordance with

paragraph 6202.1.b. CTR records will not be incorporated in the MicroSNAP database. All issues will be posted on 1250-1s. The original of the 1250-1 will be filed in Alpha Sequence by the last name of the person signing for the tool or tool kit. A copy of the 1250-1 will be filed in NIIN sequence to assist in inventory processing. Once tools are returned the original is discarded and the copy is moved to a History file to record demand. History files is discarded at the completion of turnover.

- b. Det Sites. A stock record card shall be maintained for all kits, for each individual hand and power tool, and for all augment and project tools. A NAVSUP Form 1114 is not required for individual items in the various kits. The NAVSUP Form 1114 will contain assembly number, PN/NSN/NICN, noun name, unit of issue, location, allowance quantity, and high and low limit for SIM items. The reverse of the form should be stamped with the following columns "Date Out," "Date In," "Name," "Ser. Nr.," and "Qty."
- c. Augment Tools/Equipment Lists. These lists are provided by the respective deployed battalions as instructed in paragraph 9.
- d. Kit Inventory List. FACSO Report 04440/B3561R01 is used for inventory of tool kits (assembly 80XXX series). Two copies of Kit Inventory Lists should be maintained for each organic and augment kit on board (e.g., for 25 Kit 19s, 50 Kit lists should be prepared). The following are required files:
 - (1) Master Kit Inventory Folders. One folder containing the most recent inventory per kit will be maintained by the CTR kit custodian for all organic and augment kits on hand.
 - (2) Duplicate Kit Inventory Lists. A copy of the inventory list shall be provided inside each kit box. This list shall be maintained by the custodian (CTR, Crew Leader, or person who issued the kits.)
- e. Signature Authorization Card. This record identifies those individuals authorized to draw tools from CTR.
- f. Custody File (NAVSUP 1250-1). This file contains the loan-issue NAVSUP Form 1250-1s. NAVSUP 1250-1s are filed in

- (3) alphabetic sequence by individual's name within Unit, Company, or Department. The individual custody files can be further segregated by NIIN to ease document retrieval.

- g. Preventive Maintenance Card (11ND-31NCR 10290/2). A PM card shall be maintained for each power tool.

2. Issue and Return Procedures

- a. Issue. A properly prepared and approved NAVSUP 1250-1 shall document all issues of tools and tool kits.

- (1) The requester will complete blocks 1, 2, 8, 14, 21, 22, 24, 25, and 30 of the NAVSUP 1250-1.

- (2) Hand Tools. The Counter person will verify the approving signatures against the Signature Card File, make the issue, complete blocks 5 and 7 of the NAVSUP 1250-1, and obtain a legible receipt signature (block 31). If augment or project tools are involved, indicate in the "Remarks" block. The yellow copy of the 1250-1 is given to the requester and the remaining copies forwarded to the stock battery Storekeeper for posting the loan-issue to the reverse of the appropriate stock record card. The 1250-1, minus yellow copy, is then returned to the Counter person and placed in the custody files under the name of the requester.

- (3) Tool Kits. The requester will submit a properly prepared and approved 1250-1 to the CTR kit custodian who will make the issue, obtain a legible receipt signature (block 31), file the green copy of the NAVSUP 1250-1 in the appropriate Master Kit Inventory folder, provide the yellow copy to the requester, and forward the 1250-1 (less green and yellow copies) to the Tool Counter person for filing in the custody file under the name of the requester.

b. Return

- (1) Hand Tools. The Counter person will inspect the returned tool for cleanliness and serviceability. If the counter person determines the tool being returned has not been properly

cleaned, the person returning the tool will be required to properly clean the tool before leaving CTR. The counter person will remove the NAVSUP 1250-1 from the Custody File, and annotate block 29 of the NAVSUP 1250-1 with the date of return. He will then forward the pink copy to the stock battery SK, attach the green copy to the tool, and return the remainder to the requester. Power tools shall be delivered to the PM shop for a safety check prior to returning them to the storeroom location. The green copy of NAVSUP 1250-1 shall be removed and discarded after the tool is returned to its location. Upon receipt of the pink copy, the Records Keeper will post the date of return on the reverse of the appropriate NAVSUP 1114, line out the loan-issue entry, and discard the pink copy.

- (2) Tool Kits. Conduct an inventory of the kit and if it is returned with no discrepancies, remove the green copy from the Master Kit Inventory folder and take it to the Counter person to obtain the NAVSUP 1250-1 from the custody file. If shortages exist when the kit is returned, refer to paragraph 5c(1). The kit will be accepted by CTR when documentation of all deficiencies is complete and all tools have been properly cleaned. CTR then becomes responsible for filling the kit with the items ordered as they are received.
- c. Lost or Broken Tools. Upon receipt of notification that a custodian lost or broke a tool, remove the NAVSUP 1250-1 from the custody file, annotate block 29 "broken" or "lost" as appropriate, then forward to the Records Keeper. A survey may be required as prescribed in Chapter 5. The Records Keeper will post the issue to the front side of the NAVSUP 1114 and line out the corresponding loan-issue entry on the reverse side. Process the NAVSUP 1250-1 for stock replenishment. Common sense should prevail when determining whether to replenish a broken/lost augment hand tool. Since there is no established allowance for augment tools, a lost/broken tool should not always be replenished. Example: On the shelf are 20 hand shovels and one is broken. Do not process a stock replenishment unless logic or known demand dictate the item should be replenished. Follow the procedures in paragraph 9 for augment/project tools. Forward the survey to the Supply Office, if applicable.

- d. Receiving. CTR items are temporarily stowed in a bin at CSR for pickup or delivery to the controlling outlet. Additionally:
 - (1) Receipts for tools requisitioned for tool kits will be posted to both the Master Kit Inventory List by CTR custodian and the duplicate Individual Kit Inventory List by the CTR or Crew Leader/Custodian (as appropriate), and documented on the NS 1114.
 - (2) Receipts of augment or project tools will be acknowledged as required in paragraph 9.
- 3. Crew Leader Responsibilities. Crew Leaders will be held responsible for the tools used by their crews. The appropriate Company Commander will authorize each Crew Leader to draw tools required by their crew. At the discretion of the Commanding Officer, one alternate individual per crew may also be assigned authority to draw tools. However, the Crew Leader will remain responsible for the tools issued for use by their crew and will be held responsible for maintenance of complete tool kits at all times. Responsibilities also include:
 - a. Submitting NAVSUP Form 1250-1s, signed by a designated officer, for tools/consumables needed to replace consumed, lost, or missing items in kits. Normally, these NAVSUP 1250-1s will be attached to the biweekly inventory sheet. Losses and breakage between inventories must be investigated.
 - b. Initiating surveys (when required) in accordance with Chapter 5.
 - c. assignment of tools within their crew.
 - d. proper use and care of assigned tools by their crew.
 - e. preservation of tools held in their custody.
 - f. security of assigned tools.
- 4. Tool Kit Boxes. Each battalion will manufacture appropriate replacement boxes for each type of tool kit as required. Boxes will be constructed similar to the sample in Chapter 11 of COMCBPAC/COMCBLANTINST 3120.1 series. Outside dimensions should not exceed standard pack-up boxes.

When necessary, two or more boxes may also be used for one kit, and half or quarter-sized boxes may be used. Interior design may vary to meet individual kit requirements. All kit boxes shall be sufficiently compartmented to prevent damage caused by loose tools.

5. Procedures for Control of Augment/Project Tools

- a. COM 20TH NCR and the THIRD Brigade TOA Manager (Code N43) are responsible for providing and managing assets, and for issuing disposition instructions for all Augment Tools required by and located at NCF deployment sites. Assigned augment tools must be managed to ensure optimum use and to minimize redundant procurement. All DET sites are outfitted with augment tools vice TOA assets. Tools with a unit cost of \$299.99 or less at these sites are not centrally managed by the NCR (LANT) or Brigade (PAC) as augment assets. In recognition of the prohibitively high administrative cost of exerting central control over all tools, the following specific criteria will be used to determine tools which will be centrally managed.

- (1) All non-organic assemblies as defined in the TOA (augment kits).
- (2) Individual non-organic tools with unit cost of \$50.00 or more (augment tools).
- (3) Tools not included above but, because of short supply, long procurement lead time, extended value or unusual quantities used (e.g., concrete forms, scaffolding), or other considerations are designated by COMSECONDCB or COMTHIRDCB for central management.

b. Control System:

- (1) The on-site battalion will have both accountability and control for all augment tool kits/assemblies/ NSNs. Records of inventory, receipts, and expenditures will be maintained for the entire (OutCONUS) theater at the main body.
- (2) Inventory Control Listings. The deployed Battalion Supply Officer will maintain a continually updated Augment Tool Inventory Control Listing by site for the main body and the

detail sites. The deployed battalion will send this listing to the relieving battalion with a copy to the appropriate NCR or Brigade TOA Manager approximately 90 days prior to turnover. Two weeks prior to the deployment of the advance party, the deployed battalion will provide the relieving battalion with an updated list which will be used during Camp and DET turnover inventory.

- (3) Control Identification. Complete TOA assemblies assigned as augment will be reported by assembly number only.
- (4) Transfer of On-Site Assets. Transfer of augment assets from one site to another within theater can be made without additional approval; however, main bodies are tasked with maintaining an up-to-date Augment Tool Inventory Listing of all augment assets by sites. Movement of tools between CONUS and deployed sites must be authorized by the NCR (LANT) or TOA Manager (PAC) prior to transfer. Generally speaking, organic assets will not be transferred between sites without prior approval of the NCR (LANT) or Brigade TOA Manager (PAC). In cases of significant construction delays, Commanding Officer shall evaluate the need for a transfer of organic assets and request approval from COMSECONDNCB or COMTHIRDNCB N01 or N4 as applicable. Approval for such a transfer will be provided only when the justification warrants such an exception, and when TOA readiness degradation is manageable. The NCR (LANT) or Brigade TOA Manager (PAC) will be informed of the transfer to ensure appropriate corrective actions are taken.
- (5) Project Tools. The unit tasked with planning and estimating a project will prepare a Bill of Material (BM) listing the tools required (including attachments, consumables, etc.). Copies of the vendors' standard operating maintenance and parts manuals will also be included in procurement requests. Sufficient copies will be ordered for distribution to CTR, BRAVO or ALFA Company Shop, and Project Supervisor, including one copy to be forwarded to the NCR (LANT) or Brigade TOA Manager (PAC).

- c. Maintenance/Repair. The maintenance and repair requirements for augment/project tools are the same as those in the organic allowance. The tools remain under the control of the deployed battalion Supply Officer/CTR regardless of where maintenance/repair is effected (i.e., CTR PM Shop, ALFA/BRAVO Company Shops). All power tools will receive routine PM/repairs. Funds are provided in the Camp OPTAR for procurement of shortages and required repair parts. For ease of control and added visibility, augment/project tools should be stored separate from TOA items or, as a minimum, distinctly identified as augment.
- d. Disposition. When augment/project tools procured with project funds are no longer required for use on active projects, the following actions will be taken:
 - (1) Customers will be given first opportunity by the resident NMCB to capitalize them into their assets.
 - (2) If the customer does not desire capitalization, the on-site battalion shall forward a recommended disposition to the NCR (LANT) or Brigade TOA Manager (PAC). The appropriate Brigade Manager will provide disposition instructions.
- e. Management Controls. Attention to the basic principles of inventory management is essential to maintaining control of both organic and augment assets. These principles include:
 - (1) Maintain SRC batteries separately.
 - (2) Close attention to actual augment requirements is required to prevent stockpiling.
 - (3) A random inventory of augment assets will be conducted during LMA and the results will be included in the report. Inventory validity requirement for all tool kits (organic and augment)/assemblies/NSNs is 95%.
 - (4) Excesses identified during LMA which are not justified for future projects or by historical demand will be considered a FINDING.

- f. Expenditures. Report expenditure transactions via SALTS or Naval message as they occur to the cognizant Brigade Manager (and main body in the case of Dets). Provide the document number, nomenclature, stock number, quantity, and "expended to" information, and forward expenditure documents as appropriate. The Battalion Supply Officer will update theater inventory records accordingly.
- g. Quarterly Augment Tool Inventory Reports. Quarterly Augment Tool Inventory Reports are mandatory and must be received by the NCR (LANT) or Brigade TOA Manager (PAC) prior to the 15th day of the month following the end of the quarter. These reports will be submitted by the Battalion Supply Officer and must show specific tools and kits by mainbody and all detachments.

6203. CSR Inventory Management. Issues are made on a NAVSUP Form 1250-1 and recorded to Micro-SNAP. A list or cards with authorizing signatures must be maintained and periodically updated. The requisition processing policy may vary, but normally issues are made across-the-counter for urgent requirements. Routine request are filled on a scheduled basis. These materials are segregated by Company in DTO bins for pickup by Company representatives. Basic inventory management policies and procedures, as contained in the NAVSUP P-485, are used in the operation of CSR.

1. Stock Record File. A stock record will be established and maintained on Micro-SNAP for each carried line item. Appropriate categories of materials carried shall be assigned Local Management Codes. Issues, receipts, expenditure transactions, and outstanding requisitions will be recorded on the stock records.
2. Issue Document. Material issues will be documented on a NAVSUP Form 1250-1 in accordance with paragraph 6002. Material turn-ins will be documented on NAVSUP 1250-1s in accordance with NAVSUP P-485, Chapter 5.
3. Records and Files. In addition to the files required in paragraph 6001, an Incoming Material File (advance notice shipment documents, (i.e., TCMDs, DD-250s, DD 1348-1As, DD 1149s, GBLs, and Dealers invoices) shall be maintained.

6204 CUU Inventory Management. CUUs, special clothing, and infantry equipment issued to personnel will become the responsibility of the individual concerned until it is returned to the outlet. Personnel are responsible for keeping these items in a clean

and serviceable condition. The cost of cleaning these items is properly borne by the individual if the unit or activity does not operate a laundry facility.

1. Procedures

- a. Issues. CUUs, special clothing, bedding, and individual infantry equipment will be issued to individuals in accordance with the following procedures. Custody will be established in accordance with paragraph 5b.

(1) Camouflage Utility Uniform. All issues will be documented on a properly approved NAVSUP Form 1250-1.

(a) Initial Issues. An initial issue of CUUs will be made to an individual upon reporting to an NCF unit. Authorized quantities for active duty personnel are specified in Figure 6-3. In Third Brigade initial CUU issues to personnel E5 and above must be reviewed by the S4, or S4C in their absence.

(b) Additional Issues. Quantities issued over the initial allowance shown in Figure 6-3 constitute additional issues. Additional issues of CUU articles may be made to special details/detachments of a short duration when replacement issues from the main body are impractical, and to individuals whose jobs are particularly destructive to their clothing (e.g., asphalt crews, battery shop, etc.). Normally, the latter requirements will be satisfied by using retained survey items. However, when survey clothing is not available, additional issues of new clothing are authorized.

(c) Replacement Issues. Articles which are badly torn or worn-beyond-repair will be turned in and replaced on a one-for-one basis at the battalion or regimental levels. Individual members will submit a NAVSUP Form 1250-1 approved by the cognizant authority along with the worn articles, or an approved copy of a survey request to the special clothing custodian who will effect the replacement and obtain a receipt signature on the NAVSUP Form 1250-1. Officers in Charge of DETs will

submit replacement issue requirements to the main body utilizing a NAVSUP Form 1250-1 for each individual. An approved survey document must accompany each group of NAVSUP Form

(d) 1250-1s and worn articles or a copy of the individual survey will be retained at the DET until completion of the S4's DET visit.

(e) Monthly Summary Record. A summary record of the total monthly issues of boots, jackets, liners, trousers, and shirts will be maintained locally for the permanent record of the camp. Obtain monthly totals from the NAVSUP Form 1250-1s in the Proof of Issue file.

(2) Wet Weather clothing. Issue of wet weather clothing authorized in Figure 6-3 may be made at deployment sites as required. Replacement issues will be accomplished in accordance with paragraph 5a(1) (c).

(3) Extreme Cold Weather Clothing System. ECWCS sufficient to outfit an NMCB may be staged at some permanent Seabee Camps to increase the readiness posture of the resident battalion in the event of contingency deployment to an extreme cold weather environment. Assembly 09411 lists the NMCB 800 person TOA allowances for ECWCS. Figure 6-4 is the Extreme Cold Weather Clothing System (ECWCS) issue form.

(a) ECWCS Management for Camps/DETS/DFTs. Gortex items are not standard issue organizational clothing. Unit commanders are encouraged to use the TOA rain suit in conjunction with the field jacket and liner to protect personnel from inclement weather.

(b) In the event that individuals or a detachment are deployed to an area where the average monthly temperature for that time of the year is less than 10 degrees Fahrenheit, gortex jackets, trousers, and polypropylene under garments may be issued. At Brigade discretion, a working stock of these items may be available at permanent Camp and DET sites for this purpose. Containerized ECWCS allowances may not

be accessed without the specific approval of the appropriate Brigade ACOS for Logistics.

- (c) If a working stock is available, polypropylene undergarments will be issued as organizational clothing and returned upon termination of the requirement for reissue/disposal. Surveyed polypropylene undergarments must be replaced immediately through the Camp OPTAR (LANT) or request to the Brigade TOA Manager (PAC). Identification of replacement requirements of damaged or lost gortex items is also the responsibility of the resident battalion and will be handled in the same manner as polypropylene undergarments, and PAAs should be processed whenever personal culpability is assigned. The "working" inventory of gortex parkas and trousers and polypropylene undergarments should be a CO interest item during battalion turnover.

(4) Individual Infantry Equipment

- (a) Initial Issue. Issues of individual infantry equipment will be made at deployment sites as provided for in TOA Assembly 02000.
- (b) Replacement Issues. Replacement issues of individual infantry equipment will be accomplished in accordance with paragraph 6201 1a(1)(c).

- (5) Proof of Issue File. A Proof of Issue file containing the original issue/replacement NAVSUP 125O-1s will be maintained by the Unit. Separate monthly files for initial issues and replacements will be maintained to facilitate the preparation of the monthly summary record. At the conclusion of turnover the unit's proof of issue documents will be discarded. The summary reports will be retained in the camp files for future reference.

(6) Accountability Control

- (a) Identification. CUU articles issued to individuals shall be stenciled or embroidered in accordance with

OPNAVINST 1020.4 series. Bedding articles and wet weather clothing will be uniformly stenciled with the letter designation of the type of the unit (i.e., NMCB, NCR, etc.). The stencil will not exceed two inches in height and will be placed along the end seam of bedding articles, in the center of the back for wet weather parkas, and on the outside of the top rear seam of the wet weather trousers. The number of the unit will not be indicated. Cold weather clothing will not be stenciled.

(b) Camouflage Utility Uniform. The individual custody for initial and additional issues of CUU articles will be established through the use of Utility Uniform Custody Record (Figure 6-5). Upon transfer of an individual to another command that requires the wearing of CUUs, the individual will retain the articles in his custody. The Supply Officer will then forward, under a letter of transmittal, the original COMCBPAC/COMCBLANT Form 4400/3 to the Supply Officer of the individual's new command. A copy of the transmittal letter will be retained in the Supply Officer's Utility Uniform Record file. In the event that the individual is discharged or transferred to a command where the CUUs are not appropriate, all CUU articles will be returned to the CUU Issue Storeroom custodian. The preparation of the form is explained below.

- 1 Prepare the form in triplicate for all issues.
- 2 Enter the activity name or unit designation.
- 3 Enter "I" for initial issue or "A" for additional issue under the "Code" column.
- 4 Enter the quantity and date under the appropriate transaction column. Enter 0 for each line item not issued or turned in.
- 5 The storeroom custodian will sign the "Issued By" block for issues and the Certification of Return after turn in of the uniform articles.
- 6 Individual custodian will circle the quantity received and sign the Certification of Receipt and acknowledgment of responsibility.

- 7 File the original of the form in the Supply Officer's Utility Uniform Record file. Return the original of the form to the service member after he returns all articles and only after the resolution of any discrepancies; or, forward the original of the form to the members new command's Supply Officer upon transfer when the articles are retained by the member. The pink copy of the form from the storeroom custodian's file will replace the original in the Supply Officer's file and will be retained in the battalion file for at least one year.
- 8 The pink copy of the form is retained by the storeroom custodian after issue. Transfer this copy to the Supply Officer's file after the turn in of all articles and resolution of any discrepancies, or upon transfer of a member who retained their CUUs. This copy, annotated with action taken will be retained in the Supply Officer's file for at least one year.
- 9 The yellow copy of the form is provided to the service member after issue.

(c) Wet/Cold Weather Clothing. Custody will be established for special clothing issued to individuals through the use of a Special Clothing Custody Record (Figure 6-5). Prior to the discharge or transfer of the individual, and/or when wet/cold weather clothing is no longer required, clothing articles will be returned to the storeroom custodian in exchange for the signed custody record. All wet/cold weather clothing will be returned to the storeroom custodian prior to turnover from one battalion to another. The preparation and required file for the Special Clothing Custody Record form are explained below:

- 1 Prepare in triplicate for all initial issues and additional issues.
- 2 Complete the top two lines.
- 3 Enter the quantity under the appropriate transaction column. Enter 0 for each line item not issued or turned in.
- 4 The individual custodian will circle the quantity received and sign the certification of receipt and acknowledgment of responsibility.
- 5 Upon turn-in by the user, the storeroom custodian will acknowledge return of the items by affixing his signature to the last block.

- 6 The original and one copy of the form will be retained by the storeroom custodian at the time of issue and filed with the Infantry Equipment Record file. The original will be returned to the individual custodian after turn-in of all items. One copy will be retained in the battalion file for one year after turn in of all items. Annotate on the back of the form the action taken if all or part of the items issued were not returned.
- 7 Provide one copy of the form to the individual custodian upon issue.

(d) Individual Infantry Equipment (782 Gear). Custody will be established for infantry equipment issued to individuals through the use of a Infantry Equipment Custody Record (COMCBPAC/COMCBLANT Form 4400/5) Figure 6-6. Prior to the discharge or transfer of the individual, and/or when the equipment is no longer required, infantry equipment will be returned to the storeroom custodian in exchange for the signed custody record. All infantry equipment will be returned to the storeroom custodian prior to turnover from one battalion to another. The preparation and required file for the form are explained below.

- 1 Prepare in triplicate for issues.
- 2 Enter quantity. Enter 0 for each line item not issued or turned in.
- 3 The original and the pink copy of the form will be retained by the storeroom custodian at the time of issue and maintained in the Infantry Equipment File (alphabetic sequence by individual's name).
- 4 Provide the yellow copy of the form to the
5 individual custodian.
- 6 Return the original of the form to the individual after turn in of all items.
- 7 Retain the pink copy of the form in the battalion file for one year after return of the items. Annotate on the back of the form
8 the action taken if all or part of the items issued were not returned.

- 8 Kit bags for 782 gear will be prepared for all personnel in Camp. One stock record card will be prepared for these kits indicating total number of kits. An itemized listing of items contained in kit bags will be prepared and will be in accordance with paragraph 5b(1)(c). Issues and return of kit bags will not be posted to stock record cards. Large items such as body armor can be issued separately. Upon return to CUU Issue, an inventory of each kit will be completed and all missing or broken items will be replaced prior to stowing on racks. Shelf stock for all items in kits will be the quantity difference between items in kits and allowance levels. Kit bags for members of the Air DET will be stowed separately for rapid issue within the outlet.

(e) Inventory Control

- 1) Stock Records. A stock record will be established and maintained in Micro-SNAP for each item of special clothing (less cold weather clothing), CUU items, and individual infantry equipment. In Third Brigade, these stock records will be given Automatic Reorder Restriction Codes (ARRCs) and manual records (1114 cards) maintained in the outlet to facilitate bulk reorders from the Brigade TOA Manager.
 - (3) Stock Levels. Stock levels will be maintained at the level prescribed by Assembly 90912. All items will be maintained at 100 percent of the TA01 allowance on hand or on order unless otherwise directed by COMSECONDNCB/COMTHIRDNCB.
 - (4) Stock Replenishment. NAVSUP Form 1250-1s submitted by individuals for initial and replacement issues of CUUs will be posted to the applicable stock record card on a daily basis. Upon completion of posting, the original NAVSUP Form 1250-1s will be filed in the "Proof of Issue" file maintained by the special clothing custodian. Initial issue NAVSUP Form 1250-1s will be filed separately from replacement issues. Initial issues of wet/cold weather clothing and infantry equipment are not to be posted as issues and stock levels are not to be replenished as these items are issued on a temporary custody basis only.
 - (a) Practicality dictates that certain CUUs issue items and individual infantry equipment not always be ordered on a one-for-one basis. To reduce the number of stock

replenishment orders and possible pilferage during shipments, consideration should be given to ordering certain items in case lots only

6205. Camp Maintenance Inventory Management

4. Camp Maintenance Storeroom (CMSR). Camp facilities and installed equipment such as plumbing, heating, air conditioning, and galley equipment require scheduled maintenance. BRAVO Company is tasked with the maintenance and repair of this equipment. A COSBAL, provided by the Navy Inventory Control Point (NAVICP), lists all installed equipment and may be used in some Camps. Funding sources and procurement channels for this equipment will depend on category (i.e. plant property, minor property, etc.), maintenance repair parts and supply costs will be borne by the resident battalion using Camp OPTAR funds. Seabee camps in the Pacific operate as tenants of larger host activities (e.g., Naval Stations, etc.). As such, the primary source of camp maintenance and repair funds becomes the host activity.
2. Stock Record Card. Stock Record Cards (SRCs) will be established and maintained for all stocked COSBAL items in Micro-SNAP. Manual stock records or a database may be maintained in location sequence for non-standard items stocked in CMSR.
3. Issue/Turn-in Processing. Material issues will be posted to SNAP and/or SRCs as appropriate. Material returned to stock from departments will be documented as Material Turned-Into Stock (MTIS). Never process departmental material returned to stock as a Gain By Inventory (GBI).

PHYSICAL INVENTORIES

6301. ARP Inventories. Inventories of repair parts will be conducted during camp turnover in accordance with Appendix B. All other inventories will be conducted in accordance with P-485 Chapter 6.

6302. CTR Physical Inventories

1. Schedule and Frequency. The Supply Officer shall promulgate an inventory schedule to commence with the Camp turnover and cover the entire

deployment to satisfy the criteria shown below. A written report of each inventory completion shall be submitted to the Supply Officer.

- a. Tool kits will be inventoried bi-weekly except:

- (1) The following kits require monthly inventory:

<u>Kit Number</u>	<u>Description</u>
80002	Kit, Plumbers, Ship
80005	Kit, Service, Refrigeration
80008	Kit, Electronics Maintenance Tools
80011	Kit, Draftsmen, F/8 men
80012	Kit, Tire Service Tools/Equipment
80013	Kit, Mechanic Hand Tools F/2 men
80014	Kit, Equipment Shop Maintenance
80015	Kit, Battery Service Tools
80016	Kit, Automotive Tune-up Tools
80017	Kit, Automotive Body Tools
80021	Kit, Sheet Metal Tools
80026	Kit, Materials Testing

- (2) Inventory the kits in CTR custody at the time of issue and return, or as required in section 2b below.

- b. Spot inventory CTR shelf items weekly. Weekly spot inventories of 10 card-to-bin and 10 bin-to-card items will be conducted by the CTR Supervisor and a report made to the Supply Officer.
- c. All inventories shall be recorded on applicable stock records(1114 cards for manual activities). All inventories performed at Micro-SNAP sites will be processed and posted utilizing the Micro-SNAP inventory subsystem.

2. Tool Kit Inventory Procedures

- a. Issued Kits. To ensure tool kits are maintained in the proper state of readiness, kits issued to users will be inspected and inventoried as prescribed in this paragraph by the cognizant custodian and verified by the Company Commander/ Company Chief. A CTR representative may at the discretion of the Supply Officer be required to conduct spot

inventories of kits in the field. Kit Inventory List(KIL), FACSO Report 04440/B3561R010, will be used for the inventory and will be properly annotated (see Figure 6-7). Company Commanders will submit a report of inventory completion to the Supply Officer in Figure 6-8 format.

- b. CTR (In-House) Kits. Augment and organic tool kits located in CTR may, after inventory of contents, be secured with boxcar seals (NSN 5340-00-081-3381). A CTR "in-house" kit log will be maintained listing tool kit number, boxcar seal serial number, date of inventory, several blank blocks for recording of bi-weekly boxcar seal serial number verifications, all shortages with requisition numbers of shortages, and name of the person who conducted the inventory. Biweekly thereafter, the boxcar seal serial number will be verified to the kit log. Date of verification and initials of verifying individual will be entered in the kit log. Upon receipt of a due-in tool, the boxcar seal may be broken and the tool placed in the kit without reinventory. The tool kit may also be opened to perform PM on power tools. In both instances, a new boxcar seal will be placed on the tool kit and another entry placed in the log listing the original inventory date, the date the new boxcar seal was placed on the tool kit, and the other information as listed above. If a tool kit is opened for any other reason, an inventory must be performed before resealing the tool kit. Inventories will be held in accordance with this instruction if the tool kit is to be left unsealed. Tool kits in CTR will be inventoried as required by Appendix B during the turnover.
3. Tool Kit Shortages. All shortages will be documented on a NAVSUP 1250-1 prepared in accordance with paragraph 6002.
- a. Crew Leader/Custodian. Prepare the NAVSUP 1250-1 for all shortages indicated on the inventory list. A NAVSUP 1250-1 will not be prepared for shortages previously reported. Shortages reported in previous inventories will be identified by a dash ("-") in the Quantity Column. (Note: Quantity Column is blank when all allowed items are accounted for.) Retain the yellow copy. Forward the remaining copies with the inventory report to the CTR Kit Custodian or Outlet Supervisor.
 - (1) When the pink copy of the NAVSUP 1250-1 is returned from CTR, enter the julian date and serial number of the requisition

(block B) under the "DEPT NR" column of the inventory list and discard the yellow copy. Retain the pink copy in the kit inventory file.

- (2) When the material is received, line out the quantity short and requisition number, when appropriate. Discard the pink copy.

b. CTR Kit Custodian. Upon receipt of the NAVSUP 1250-1s for shortages from field custodians:

- (1) Annotate the Master Kit Inventory List with a dash ("-") in the Quantity Column for all shortages previously reported and indicate quantity short in Quantity Column for all new shortages supported by a NAVSUP 1250-1. (Note: Only the julian date of the inventory need be noted in the Julian Date Block when all allowed items are accounted for.) Total the cost of the shortages to determine their dollar value. Provide the information of dollar value "short this period" and "cumulative shortages" to the Supply Officer in writing after each scheduled inventory.
- (2) Process the NAVSUP Form 1250-1s. Issue the items from shelf stock if available. Forward 1250-1s to the Records Keeper for procurement if NIS/NC.
- (3) When the pink copy is received from the Supply Office, enter the julian date and serial number of the requisition (block 8) under "DEPT NR" column of the Master Kit Inventory List, then forward the pink copy to the Crew Leader/Custodian for posting to field kit file. For Third Brigade, enter the date the requirement was forwarded to the Brigade TOA Manager.
- (4) When the material is received, line out the quantity short and the requisition number, when appropriate, and place the item in the DTO box designated for the particular kit (if in the field) or in the kit box (if the kit is in CTR custody). Verify the receipts with those reported by the Company Commander in his Memorandum Inventory Report when it is received (Figure 6-8).

4. Tool Kit Excesses. Items in excess to the FACSO Kit Inventory List are not authorized for stock in kits and must be returned to CTR. These excesses will be documented on the Quarterly Augment Tool Report.
5. Augment/Project Tools Inventories. The lists provided to the relieving battalion two weeks prior to departure of its advance party will be used to conduct a 100% inventory of all augment/project tools and to verify they are all accounted for and in usable condition. All discrepancies will be resolved and appropriate action taken prior to completion of the turnover, MLSR requirements apply. The results of the inventory, including the dollar value of shortages, will be reported in the Camp turnover letter. Within 30 days after the Camp/DET turnover, the relieving battalion Supply Officer will submit a complete augment tool inventory to the respective Brigade manager (20th NCR (LANT) or 3NCB N43 (PAC), and info the relieved battalion and COMSECONDNCB/COMTHIRDNCB as applicable. Quantities of the augment tool kits/assemblies/NSNs listed in this report will be a consolidated total of all assets under the Supply Officer's accountability located at main body and DET sites. Example of report format follow:

Augment Tool Kits/Assemblies/NSNs over \$50.00.

Location: Camp Mitchell

<u>KIT/ASSEMBLY/NSN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
80001	Plumber	8	\$2,060.13	\$16,481.04
80019	Carpenter	10	\$ 760.80	\$7,608.00
3895-00-009-3738	Block Saw	4	\$1,920.00	\$ 7,680.00
6115-LL-LCC-0666	Generator	7	\$ 806.00	\$ 5,642.00

*NOTE: Quantities listed indicates totals at main body and all theater DETs.

6304. CSR Inventories. Inventories of consumables will be conducted during camp turnover in accordance with Appendix B. An inventory of SIM items will be scheduled semiannually or at the midway point of deployment for NMCBs. A random weekly spot inventory of at least 10 items card-to-bin and 10 items bin-to-card, will be conducted by the CSR Supervisor and a report made to the Supply Officer. Prior to posting inventories to the stock records, all inventory differences will be reconciled.

6305. CUU Inventories. Inventories will be conducted during camp turnover in accordance with Appendix B. Weekly spot inventories of at least ten items card-to-bin and ten items bin-to-card will be conducted by the CUUs Issue Supervisor and report made to the Supply Officer. All inventories will be properly reconciled posted to the stock records.

6306. Camp Maintenance Inventories. Inventories of storeroom items will be conducted during Camp turnovers in accordance with Appendix B. Spot inventories will be conducted quarterly and the results reported to the Supply Officer. Differences will be thoroughly researched prior to posting a Gain by Inventory (GBI) or a Loss by Inventory (LBI). All inventories will be posted to the stock records.

6401. Shipping and Receiving. The CSR is normally the initial receiving and shipping point for all outlet materials except project and subsistence items which are delivered to the MLO and the galley respectively. Shipping procedures are described in chapter 5, and Receiving procedure are described in chapter 4.

6402. CTR Preventive Maintenance

1. Schedule and Frequency. The Supply Officer shall promulgate a monthly PM schedule for power tools. To preclude lost time on construction projects, scheduled maintenance may be performed at night so the item may be reissued the following morning. Replace the tool if it is not fit for reissue.
2. Power tools turned in to stock will be safety checked prior to return to their bin location. Power tools and extension cords, while in stock, will: be secured with a tie-down electrical strap ("ziptie") (NSN 5975-00-727-5153) inserted through the holes on the plug prongs to prevent insertion into an electrical outlet. However, prior to issue, all power tools and extension cords will be safety checked.
3. Power tools will be turned in to the PM Shop for preventive maintenance with an attached PM Tool Tag Form (4400/2) Figure 6-9. The preparation and use of the form are explained below.
 - a. This form will be prepared for power tools returned for PM by the individual custodian. The information required on the form is self-explanatory. They will attach this form to the tool and will receive a receipt copy of the form from the PM Shop personnel. This form will be used as proof of turn-in and to claim the tool after the scheduled PM.
 - b. If the tool requires repair and is deadlined due to the lack of part(s), the PM personnel will prepare an Equipment Repair Order (ERO) Worksheet (NAVFAC 11200/41 SN 0105-LF-012-0206 Figure 6-10) to document the repair, and will annotate the following information on the reverse of the PM tool tag:
 - (1) Date,
 - (2) Reason for deadline,
 - (3) ERO number. Or,
 - (4) If applicable, note "Awaiting Survey."

- c. The tag will remain attached to the tool until final disposition (e.g., repair and return to custodian, or to the shelf, or for survey).
4. A Preventive Maintenance Card will be established for each power tool. See Figure 6-11.
5. Repair of power tools will be documented on ERO Worksheet, and made a part of the Permanent Tool History File. Figure 6-10 is a sample ERO Worksheet form. Additionally, the reverse side of the PM tool tag must be annotated with the ERO number.
6. Maintain a NAVSUP Form 1250-1 Procurement File for repair parts ordered.
7. At the discretion of the Commanding Officer, tools may be sent to the battalion central shops for maintenance and subsequent return to CTR.

6500. Audiovisual/Photographic Equipment. Procedures for the inventory, control, and accountability of Audiovisual/ photographic equipment are prescribed in OPNAVINST 5290.1 and SECNAVINST 5500.4G, and amplified in the following sub-paragraphs.

1. All audiovisual/photographic equipment expended (survey, transfer, etc.), procured through COMNAVAIRSYS-COM, or purchased with common funds will be immediately reported to COMNAVAIRSYSCOM in accordance with OPNAVINST 5290.1. Upon receipt of the annual COMNAVAIRSYSCOM Audiovisual/Photographic Equipment Inventory Listing (OPNAV Form 10700/1), all items will be verified against the listing and inventory results reported to COMNAVAIRSYSCOM. The only inventory exceptions are consumable items such as film, lens caps, filters, developing reels, and trays which are not reported.
2. Photographic equipment that remains on site must be inventoried during Seabee Camp turnovers as Controlled Equipage.
3. To request an allowance change, NMCB TOA Allowance Change Requests (ACR) will be submitted on NAVSUP Form 1220-2 to the SLC via the appropriate Brigade.
4. An annual Audiovisual Report (OPNAV Forms 2054/1 and /2) will be submitted in accordance with OPNAVINST 5290.1, with notification of compliance to COMSECONDNCB/COMTHIRDNCB.

6501. Night Vision Device (NVD). NVDs are Depot Level Repairables (DLRs) and are classified as "Sensitive Material" subject to stringent policies and procedures. NVD control, inventory, and reporting procedures as prescribed in NAVSEAINST 8215.1.

6502. Radiac Equipment Management

1. General. COMSECONDNCB and COMTHIRDNCB control the distribution of Radiac equipment in their respective areas to support NMCBs and Disaster Recovery Training. COM 31ST NCR and COM 20TH NCR are the custodians and allowance holders for five and six radiac allowances respectively for the fleets. One NMCB allowance is positioned at each main body Seabee Camp from the respective fleet assets as a sub-custody issue from the responsible Regiment. These deployed assets support the P25 at those locations and must be reported back to the regiments for control purposes and further reporting to NAVELEX 8153 and NAVELEXSYSENGCEN San Diego for COM 31ST NCR and SPAWARS Charleston for COM 20TH NCR twice each year. One of the three remaining allowances at Port Hueneme is used for training home ported battalions, and two allowances are for homeported battalions in the event of mobilization. One of the four allowances maintained at CBC Gulfport is for training and three are for the mobilization of homeported Battalions.
2. Maintenance/Calibration. Routine maintenance and calibration shall be in accordance with SPAWAR 9673.5F using the Metrology Automated System for Uniform Recall and Reporting (MEASURE) Program and associated individual equipment METER cards. This instruction provides data regarding maintenance and calibration intervals/requirements and other pertinent data such as testing, shipping, labeling, disposal, and other procedures. Radiac equipment will be temporarily transferred for routine maintenance and calibration to the following Radiac Repair Facilities (RRF) as appropriate:

COM 20TH NCR, Gulfport MS	NAVELEXSYSENGCEN RRF, NAVSTA Mayport
Camp MOSCRIP, Roosevelt Roads, Puerto Rico	NAVELEXSYSENGCEN RRF, NAVSTA Mayport
Camp Mitchell, Rota, Spain	NAVSTA Rota RRF
COM 31ST NCR, Port Huenene, CA	NAVELEXSYSENGCEN, San Diego
Camp Covington, Guam	USS Frank Cable
Camp Shields, Okinawa	NAVSEEACTION, Japan

3. Responsibilities:

a. COM 31ST NCR and COM 20TH NCR.

- (1) Maintain the respective fleet Radiac allowances at 100% range and depth and sub-custody one allowance to the resident battalion at each main body deployment site. Strict serial number accountability is mandatory except for items listed in paragraph 6503.3a(2) below.
- (2) Obtain bi-annual inventory reports from the radiac sub-custodians by nomenclature and serial number (except quantity only for DT-60/PDs and IM-143/PDs).
- (3) Make bi-annual reports to NAVELEX 8153 and NAVELEX-SYSENGCEN, San Diego/Charleston (as applicable) regarding revisions to the inventory. These reports are due by 15 January and 15 July of each year.
- (4) Ensure that all radiac equipment in the homeport allowances are maintained and calibrated in accordance with paragraph 6503.2 above and SPAWAR 9673.5F.

b. Mainbody Site Resident NMCBs.

- (1) Make bi-annual reports of inventory to the respective regiment no later than the end of the first week of January and July by nomenclature and serial number (except quantity only for DT-60/PDs and IM-143/PDs).
- (2) Ensure that strict accountability (by serial number) is maintained of all Radiac equipment in custody.
- (3) Ensure that all Radiac equipment in custody is maintained and calibrated in accordance with para 6503.2 above and SPAWAR 9673.5F.

6503. Plant Property. NMCB TOA items that otherwise qualify as Plant Property Classes 3 and 4 are excluded from the accounting and reporting requirements for those

classes. Resident battalions at deployment sites may be tasked with the procurement of non-TOA Plant Property and with conducting the triennial physical inventory. Deployed NMCBs are responsible for the accounting and reporting of Camp non-TOA Plant Property in the respective deployment sites. Detailed procedures are contained in NAVCOMPT Manual Volume III, Chapter 6, CBLANTINST 4340.1 and CBPACINST 7320.1A. Ensure Plant Property reporting is under the appropriate Camp Unit Identification Code (UIC). Plant account reports will be submitted to the Comptroller (Code 2411), U.S. Naval Construction Battalion Center, Port Hueneme, CA.

6504. Depot Level Repairable (DLR). The DLR procedures in NAVSUP P-485 apply to all NCF TOA and COSAL allowed DLR items. For unique Non-USN numbered equipment which may be repairable but is beyond the capability of the deployed unit or other local sources to repair the following NCF specific policies and procedures apply:

1. Scope of Equipment. Usually items are like equipage, including but not limited to CEEI. Specific items could include electrical test and safety equipment (multimeters, multi-amp Pow-R-Safe electrical tool testers, ohmmeters, ground fault interrupters), motion picture projectors, binoculars, etc.
2. Replacement. Upon determining a replacement is required for equipment which cannot be repaired locally, a message shall be sent to the appropriate fleet asset control organization (COM 20TH NCR or the THIRD Brigade TOA Manager), with information copy to COMSECONDNCB or COMTHIRDNCB Pearl Harbor. This request will identify the item by NSN, nomenclature, make, model, serial number, TOA assembly number (specify if the item is not from the TOA, i.e., augment), and include a brief description for replacement (i.e., needs periodic calibration, sustained minor damage after being dropped, got wet, corroded, etc.). The estimated age of the equipment and cost of repair shall be included if known.
 - a. Fleet Asset Control. COM 20TH NCR and the THIRD Brigade TOA Manager are tasked with maintaining stock control of TOA items for their homeport battalions, and certain additional items in a rotatable equipment pool.
 - (1) When a replacement request comes in from a deployed unit, availability of fleet assets will be determined. The unit will be given disposition instructions for the item in question and advised to either requisition a replacement through normal supply channels citing appropriate funds, or the item will be

provided at no cost, citing shipping data and TCN for "due-in" information.

- (2) Upon receipt of retrograde repairable equipment, it will either be disposed of, or restored to Condition Code "A" if economically feasible and returned to stock or the equipment pool.
- b. Packing and Shipping Activity. Care should be used in packing items to prevent damage in shipment. If available, the preformed packing utilized in the original shipment from the vendor should be used for transshipment.
- c. Documentation. In shipment of both the replacement item and the turn-in item, the requesting unit's original message with date-time-group (DTG) should be referenced in the remarks block of the shipping document. Turn-in documents should be prepared in accordance with NAVSUP P-485, Chapter 5.

NMCB TOA CONTROLLED EQUIPAGE ITEM LIST (CEIL)

Material listed in the following NMCB Table of Allowance (P25) Groups will be managed as controlled equipage.

<u>GROUP NUMBER</u>	<u>DESCRIPTION</u>
00331AD F	Air Det Facilities Support Equipage
00331AS	Sea Ech Facilities Support Equipage
01031AE C	Air Ech Photographic Equipment
01131AD T	Air Det Computer Support Equipment
01131AE C	Air Ech Computer Support Equipment
01231AD T	Air Det Admin Operating Space Items
01431AD W	Air Det Weapons Equipment
01431AE W	Air Ech Optical/Night Obs. Devices
01432AD W	Air Det Mortar 60MM M224
01432AE W	Air Ech Mortar 60MM M224
01531AD W	Air Det Communications Equipment
01531AE W	Air Ech Communications Equipment
01731AD M	Air Det Medical Equipment and Controlled Items
01731AE M	Air Ech Medical Equipment and Controlled Items
01831AE M	Air Ech Dental Equipment and Controlled Items

NOTE: Any additional P25 Groups that are added to the P25 with a "3" as the fourth digit of the group number must also be managed as controlled equipage.

Figure 6-1

NCF CONTROLLED EQUIPAGE ITEM LIST (CEIL)

Bicycles
Bore Sights Optical
Breathing Apparatus (Air & Oxygen)
Cameras (All)
Communication Equipment:
 Radios
 Radio Sets
 Remote Control Units
 Battery Chargers/Testers
 Telephone Set Field
 Switchboards Telephone
Communication Test Equipment
Compasses
Driver Test Set
Fire Control Equipment
Indicators/Meters (All)
Photographic Equipment (i.e., Lens, Flash Attachments, etc.)
Public Address Systems (All)
Radiac Equipment
Recorders (All)
Reproducers (All)
*Safes Portable
Sewing Machines
Sights Night Vision
*Sprayers (All)
Stencil Cutting Machines, Portable
Typewriters (All)
Medical/Dental Equipment-Custody Controlled Equipment
(MMC3) and OSI (MMC5) items with a unit cost of \$300 or more.
Watches (All)

*Non-Signature Required

NOTE: (1) Items containing serial numbers will be serial number controlled.

Figure 6-2

AUTHORIZED ISSUE QUANTITIES OF ORGANIZATIONAL/SPECIAL CLOTHING

1. Camouflage Utility Uniform (CUU) initial issue

<u>Item</u>	<u>Quantity*</u>
Belt, web, black, w/clip (subdued)	1 EA
Boots, combat	2 PR
Buckle, web belt, USMC style (subdued)	1 EA
Cap, utility, camouflage	2 EA
Coat, field	1 EA
Decal, Seabee, iron-on	7 EA
Hard Helmet, construction, w/chin strap	1 EA
Liner, field coat	1 EA
Coat, woodland, camouflage	4 EA
Strap, Blousing	2 SE
Tape, textile, strips (6" x 1")	19 EA
Trousers, woodland, camouflage	4 PR

2. Wet weather clothing issued at deployment sites.

Overalls, wet weather	1 PR
Parka, wet weather	1 EA

*Refer to NAVSUP Vol. II, Section III: Special Clothing, paragraphs 25901 and 25903. Authorized quantities represent the "standard shore outfit" for NMCBs plus the force commander augmentation authorized by paragraph 25903.

FIGURE 6-3

EXTENDED COLD WEATHER CLOTHING SYSTEM CUSTODY RECORD (ASSY 09411)					
ACTIVITY	ALLOW	ISSUE		TURN-IN	
ITEM	QTY	QTY	DATE	QTY	DATE
Winterization Kit	1 EA				
Parka, Camy	1 EA				
Insert, Glove	1 PR				
Liner, Coat	1 EA				
Trouser, Cotton Ecw	1 PR				
Mask, Ecw	1 EA				
Undershirt, Cldwr	3 EA				
Overall, Cldwr	1 EA				
Shirt, Cldwr	1 EA				
Glove, Cldwr	1 PR				
Socks, Cldwr	5 PR				
Liner, Fid Pack Lge	1 EA				
Bindings, Snowshoe	1 PR				
Undecylenic Acid	1 EA				
Glove, Lthr Cldwr	1 PR				
Hood, Ecw	1 EA				
Cap, Cldwr	1 EA				
Mitten, Ecw	1 PR				
Liner, Trouser Ecw	1 EA				
Drawers, Cldwr	3 PR				
Parka, Camy Ecw	1 EA				
Trousers, Ecw	1 PR				
Glove Insert Univ Ecw	1 PR				
Boot, Cldwr	1 PR				
Suspenders, Trousers	1 EA				
Snowshoe, Trail	1 PR				
Pack, Field Lge	1 EA				
Mat, Sleeping	1 EA				
Bag, Duffle	1 EA				
Lens, Replacement	1 EA				
Case, Slp Bag	1 EA				
Bag, Sleeping	1 EA				
Net, Gear Loft	1 EA				
Goggles, Snow	1 PR				
Hood Socks Ecw	1 EA				
ISSUED BY SIGNATURE					
I hold myself accountable to the U.S. Government for the articles and quantities I have circled in the Qty Issued column. I understand that I may be permitted to make restitution and/or may be subject to disciplinary action for missing or damaged articles.					
Signature:					
I hereby certify that the items listed under the "TURN-IN" column have been returned to the U.S. Government's custody.					
Signature:					
NAME (LAST, FIRST, MI)			SOCIAL SECURITY NUMBER		BRANCH

Figure 6-4

UTILITY UNIFORM CUSTODY RECORD				
ACTIVITY:				
Prepare in triplicate. Forward original to prospective command upon transfer with Battle Dress Uniform. Codes: I -Initial Issue A -Additional. Issue				
ITEM	ALLOW QTY	CODE	ISSUE QTY	TURN-IN QTY
BELT, WEB, BLACK	1 EA			
BOOTS, COMBAT	2 EA			
BUCKLE, WEB, BELT, (SUBDUED)	1 EA			
CAP, UTILITY, CAMOUFLAGE	3 EA			
COAT, FIELD	1 EA			
COAT, WOODLAND, CAMOUFLAGE	4 EA			
HELMET, CONSRUCTION	1 EA			
LINER, FIELD COAT	1 EA			
STRAP, BLOUSING	2 PR			
TROUSER, WOODLAND, CAMOUFLAGE	4 PR			
ISSUED BY SIGNATURE				
I hold myself accountable to the U.S. Government for the articles and quantities listed above. I understand that I may be permitted to make restitution and/or may be subject to disciplinary action for lost or damaged articles.				
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">SIGNATURE</p> </div> <div style="width: 35%;"> <p>_____</p> <p style="text-align: center;">DATE</p> </div> </div>				
I hereby certify that the items listed under the "TURN-IN" column have been returned to the U. S. Government's custody.				
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">SIGNATURE</p> </div> <div style="width: 35%;"> <p>_____</p> <p style="text-align: center;">DATE</p> </div> </div>				
NAME (LAST, FIRST, MIDDLE)	SSN	BRANCH		

Figure 6-5

COMSECONDNCB/COMTHIRDNCBINST 4400.3

NAME (LAST, FIRST, M.I.)				RANK/RATE		SSN	
INFANTRY EQUIPMENT CUSTODY RECORD				COMCBPAC/COMCBLANT 4400/5 (12-84)		S/N: 0970-LL-P44-0064	
INFANTRY EQUIPMENT		QUANTITY		INFANTRY EQUIPMENT		QUANTITY	
		ISSUE	TURN-IN			ISSUE	TURN-IN
ALICE PACK NO _____				LINE, TENT, COTTON			
ALICE PACK FRAME NO _____				LINER, ALICE PACK, S M L			
BELT, INDIVIDUAL EQUIPMENT				LINER, ALICE PACK, MED			
BODY ARMOR, LOWER NO _____				LINER, WET WEATHER, PONCHO			
BODY ARMOR, UPPER NO _____				MAT, SLEEPING			
CANTEEN				NET, INSPECT, HEAD			
CANTEEN COVER				PIN, TENT			
CANTEEN CUP				POCKET, AMMO MAG 45 CAL			
ENTRENCHING TOOL W/CARRIER				POCKET, AMMO POUCH M16			
FIELD MESS KIT, KNIFE, FORK, SPOON				POLE, TENT			
FIRST AID CASE W/PACKET				PONCHO			
GAS MASK W/CARRIER NO _____				SLEEPING BAG NO _____			
HELMET COMOUFLAGE COVER				SLEEPING BAG COVER			
				SLEEPING BAG LINER			
HELMET, KEVLAR				STRAP, WEB, L. H. QUICK RELEASE			
HOLSTER, 45 CAL, PISTOL				STRAP, WEB, R. H. QUICK RELEASE			
<p>NOTE: Issue binocular, compass, and watch (controlled equipment) (AW COMCBPAC/COMBLANT INST 4400)</p> <p>TURN-IN RECEIVED BY: _____</p> <p>SIGNATURE _____</p> <p>DATE: _____</p>							
<p>I hold myself accountable to the U. S. Government for articles and quantities indicated as issued to me above. I understand that I may be permitted to make restitution and/or may be subject to disciplinary action for missing or damaged items.</p>							
SIGNATURE				DATE:			
NAME (LAST, FIRST, M.I.)				UNIT AND COMPANY/DIVISION			

Figure 6-6

FACSD RPT SYM/NO. 04440/B50VBRO1		I N V E N T O R Y M A N A G E M E N T S Y S T E M										21 FEB 95	
PROJECT NO. SH034		ASSEMBLY/KIT INVENTORY LIST KIT ELECTRICIANS TOOLS F/2 MEN										PAGE 1	
80006		SEQUENCE = KIT, SEQ. NO., ALPHA											
COG STOCK NUMBER		QTY UI		UNIT PRICE		EXT. PRICE		DEPT#(QTY)		DEPT#(QTY)		DEPT#(QTY)	
90 5120-00-221-1542		2 EA		2.25		4.50		()		()		()	
AWL SCRATCH 3-1/2IN BLADE LENGTH													
90 5140-01-095-9284		2 EA		13.74		27.48		()		()		()	
BAG CARPENTER'S NAIL/TOOL LEATHER RIGHT HAND SIDE													
HAMMER LOOP													
90 6135-00-853-8670		8 EA		.82		6.56		()		()		()	
BATTERY 1.5V FLAT SILVER OXIDE F/USE													
W/NSN 6625-01-028-1146													
90 8465-01-322-1966		2 EA		9.05		18.10		()		()		()	
BELT INDIVIDUAL EQUIPMENT ADJ NYLON SZ LARGE													
90 5133-01-144-5337		1 EA		16.81		16.81		()		()		()	
BIT ELECTRICIANS MULTI-SIZE .125N TO .5N IN													
.03125N INCREMENTS F/USE ON STEEL AND SHEET METAL													
TO .125N MAX THICKNESS (UNIBIT 1)													
90 5133-01-146-4578		1 EA		18.98		18.98		()		()		()	
BIT ELECTRICIANS MULTI-SIZE .25N TO .75N IN													
.0625N INCREMENTS F/USE ON STEEL AND SHEET METAL													
TO .125N MAX THICKNESS (UNIBIT 3)													
90 5133-01-144-5336		1 EA		11.17		11.17		()		()		()	
BIT ELECTRICIANS MULTI-SIZE .1875N TO .5N IN .0625N													
INCREMENTS F/USE ON STEEL AND SHEET METAL TO .375N													
MAX THICKNESS (UNIBIT II)													
90 5133-01-144-5335		1 EA		11.50		11.50		()		()		()	
BIT ELECTRICIANS STUBBY FOR DRILLING 1/2N HOLES IN													
STEEL AND SHEET METAL TO .375N MAX THICKNESS													
(UNIBIT X)													
90 5133-00-595-8202		1 SE		122.80		122.80		()		()		()	
BIT SET AUGER 1/4N - 1N W/ EXPANSIVE BIT 7/8N - 3N													
CAP (14 PC) (SEE SKD FOR COMPONENT BREAKDOWN)													
90 5133-01-014-7015		1 SE		20.14		20.14		()		()		()	
BIT SET CENTER WOOD BORING POWER 3/8N - 1N													
90 5110-00-277-4590		1 BD		8.28		8.28		()		()		()	
BLADE HACKSAW HAND 12N L X .025N THK 18 TEETH/N													
FLEXIBLE													
90 5110-00-277-4592		1 BD		8.24		8.24		()		()		()	
BLADE HACKSAW HAND 12N L X .025N THK 32 TEETH/N													
FLEXIBLE													

Figure 6-7

Date: _____

MEMORANDUM

From: _____ Company Commander/Department Head

To: S4

Via: S3

Subj: INVENTORY COMPLETION REPORT FOR ASSEMBLY #_____ Kit_____

Ref: (a) S4 memo of (memo or notice promulgating inventory schedules)

Encl: (1) (number) NAVSUP 1250-1 for Shortages

(2) (number) DD 200 for Surveys

1. An inventory was held and completed in accordance with reference (a). Enclosures (1) and (2) are forwarded herein.

2. The following are receipts this period:

Requisition Number

NSN or Part Number

Qty Rcvd

Submitted by:

Approved by:

Custodian

Company Commander

Figure 6-8

PM TOOL TAG		COMCBPAC/CBLANTINST 10290.2
NAME		
COMPANY		DATE IN
TOOL	NOMENCLATURE	
	SERIAL NO.	
	RECEIVED BY (CTR—PM) SIGNATURE	
COMCBPAC/CBLANT 4400/2 (12-84)		

S N 0970-LL-P44-0034

★ US GOVERNMENT PRINTING OFFICE 1995 -630 613

Figure 6-9

[illegible]

Figure 6-10

COMSECONDCB/COMTHIRDCBINST 4400.3

[illegible]

Figure 6-11 (Page 1)

[illegible]

Figure 6-11 (Page 2)

CHAPTER 7**INFORMATION TECHNOLOGY/ADP/COMPUTER MANAGEMENT**

7000. Introduction. Congress mandates the rules and regulations governing Information Technology (IT) which includes non-tactical computer systems, software, software development, operators, consumables, installation, maintenance and repair, phones, phone calls, and FAX machines. The management of IT requires special attention because the IT budget receives significant congressional oversight. The O&MN funds budgeted and spent for IT are reviewed annually by NAVCOMPT. Accurate execution reporting is required to ensure that COMSECONDNCB / COMTHIRDNCB remains within the IT budget cap/constraint issued by NAVCOMPT.

7100. Acquisition of Computer Equipment, Software, or Services

1. SECNAVINST 5000.2 (series) requires Life Cycle Management (LCM) documentation for all computer projects. The LCM documentation is the management plan for the project. It identifies management controls, funding requirements, and authorizes the procurement (or acquisition) of computer resources. It further authorizes the expenditure of funds for computer hardware, software, computer operation, computer training, software development, and computer maintenance. LCM documentation must be approved before expenditure of funds. COMSECONDNCB / COMTHIRDNCBINST 5230.3 (series) provide guidance and LCM documentation formats for projects with life cycle costs under \$100,000.
2. Commanding Officers will submit LCM documentation along with any request to purchase ADP projects to COMSECONDNCB/ COMTHIRDNCB. The COMSECONDNCB/COMTHIRDNCB will maintain approval authority for all ADP projects and any corresponding funding requirements. This authority extends especially to projects that include commercial software development or Local Area Network (LAN) installation. The approval authority for procurement of ADP projects solely resides at COMSECONDNCB/COMTHIRDNCB.
3. Procurement of computer repair parts for previously approved systems does not require new LCM documentation.
4. Hardware or software additions to previously approved systems not exceeding 15 percent of the original system cost do not require additional LCM documentation, but do require Brigade approval prior to purchase.

5. All projects must be submitted for review and approval by COMSECONDNCB/COMTHIRDNCB.
6. Projects which include multiple computer systems must be submitted as a single project (i.e., LAN components). Splitting requirements into multiple projects to avoid approval or funding thresholds is prohibited.
7. The computer system cost (hardware plus software) determines if O&MN funding can be used. If the system cost is more than \$100,000, OPN funding must be used. In the case of LAN, file servers, software, PCs, and peripheral equipment purchased as part of a project are considered one system.
8. Legal software must be purchased for each computer and must be included in the LCM documentation as a cost of the system.
9. A signed statement will be included on the NAVSUP 1250-2 or DD-1149 documents certifying that approved SECNAVINST 5000.2 (series) LCM documentation is on file. The contracting office may also require a copy of the approved LCM documentation be provided along with the purchase document.
10. Lease of computer equipment is forbidden, unless approved by the Fleet Commander. CINCLANTFLTINST 5231.1 (series) CINCPACFLTINST 5231.1 (series) provide guidance and requirements for leasing computer equipment.
11. Non-competitive procurement or acquisition of computer hardware, software, and/or services is prohibited.

7200. Management of Computer Hardware and Software as Controlled Equipage. Microcomputer hardware and software are highly pilferable and will be managed as controlled equipage and/or minor property. All computer hardware and peripherals greater than \$100 in value, and all software are included in this requirement. NAVSUP P-485, Appendix 11 (Controlled Equipage Item List) refers. Hardware and software will be inventoried during the annual controlled equipage inventory 15 February to 15 March for all units except deployed NMCB's. NMCB's will conduct Camp controlled equipage and TOA controlled equipage inventories during Camp turnover with the Brigade Logistics representatives. Original software diskettes and licenses will be centrally stored to strengthen security and simplify the annual inventory process.

7300. Turn-in of Computer Hardware, Peripherals, and Software. CINCLANTFLTINST 5231.1 (series) and CINCPACFLTINST 5231.1 (series) establish the policy and

procedures for reporting, screening, and releasing government automation equipment. Report excess or obsolete computer equipment using Standard Form 120 (Report of Excess Personal Property) to the cognizant Brigade. This is a DOD requirement. For CINCLANTFLT units only: Submit SF-120 via chain of command to CINCLANTFLT.

7400. MicroComputer Maintenance.

1. Maintenance Service. Maintenance requirements should be documented and forwarded to the Brigade Camp DET OIC. Repairs will be funded via camp maintenance funds. If repair is not available, GSA or contract repair services are authorized. End use funding documents should cite Fund Code __Y for computer repair services (excluding repair parts).
2. Maintenance Parts. Microcomputer repair parts are chargeable to Fund Code __R. The approved life cycle documentation (paragraph 7100 above) covers replacement parts (monitors, disk drives, boards, and keyboards). Additional life cycle documentation is not required.

Note: Two lines of accounting data are required on purchase orders for computer repairs if parts are to be replaced (Fund Code __Y for service, Fund Code __R for parts). Ensure vendor itemizes invoices accordingly.

3. Ensure classified data (including hard disk drives) is removed from the systems before turn-in for repair using an NSA approved security software, or by physical destruction of the media surface or demagnetization. Caution: DOS DEL/ERA format commands do not physically remove data and allow subsequent data recovery.
4. Government funds will not be used to maintain or repair privately owned computers.

7500. Automated Resource Management System (ARMS)

1. SECNAVINST 5238.1 (series) requires the reporting of computer assets under the ARMS program.
2. Inventories of computers, as reflected in command ADP security plans and on controlled equipage cards, will be reported to COMSECONDCNB/COMTHIRDCNB annually by 1 April. Deployed NMCB's will also report inventories in the Camp Turnover Letter.

3. Microcomputers are summarized by manufacture and model (i.e., 10 Pentium 200s, 5 HP 5M printers, and 5 Gateway 2000 Notebooks). Mini-computers and Local Area Networks require detailed reporting per SECNAVINST 5238.1. (series).

7600. Automated Data Processing Security.

1. ADP security must be considered in the operation of all computers. DOD 5200.28-STD, OPNAVINST 5239.1 (series), and SECNAVINST 5239.2 (series) establish requirements for ADP security.
2. Privately owned computers will not be used for government business unless approved in writing by the Commanding Officer. Using privately owned computers and software masks real requirements and is discouraged. Under no circumstance will privately owned computers be used for processing classified information.
3. Use of unlicensed (boot-legged) commercial software is strictly prohibited.
4. Storage of classified data on hard disk drives is not authorized unless the requirements of the above ADP security instructions are met.
5. Modems/Fax cards will not be installed in, or connected to, computers that are used to store classified data.

7700. Fund Codes. The following fund codes will be used for requisitioning Information Technology (IT) material and services. These fund codes will be used with applicable job order numbers provided in the Job Order Guide by COMSECONDNCB / COMTHIRDNCB Comptroller.

Fund Code__J will be used for procuring IT equipment/hardware including computers, word processors, FAX machines, microcomputers and peripherals.

Fund Code__S will be used for communications (i.e., telephone bills, telephone line tolls, and telephone rentals).

Fund Code __Y will be used for procuring software, software development, computer training, computer repair services (excluding parts) and costs associated with audiovisual production, products and services, (i.e., film developing, graphic arts, TV, video and audio recording).

Fund code __R/__B will be used to order computer repair parts.

Fund Code __C. will be used to order consumable supplies (i.e., paper, printer ribbons, floppy disks, etc.).

7800. MicroComputer Processing. All micro-computers may be used for word processing, message preparation, and similar administrative functions provided they do not interfere with the primary function/purpose of the computer, and do not compromise accountable records maintained in some software programs (FSM, ROM, etc.). Since these are accountable systems, user access must be limited to ensure accountability.

CHAPTER 8

FOOD SERVICE OPERATIONS AND MANAGEMENT

Section I

8000. Introduction: The guidance in this chapter is intended to support and amplify existing procedures in the NAVSUPINST 4061.11 (series), NAVSUP P-486, Vol I, and NAVSUP P-421 and all other applicable instructions as they apply.

8100. AUTHORIZATION AND ESTABLISHMENT OF MESSES:

1. The following types of general messes are authorized to operate in support of NCF units.

- a. Overseas ashore dining facilities in support of main camp operations.
- b. Field mess units operating in support of Field Exercises (FEX).
- c. Field mess units operating in support of Deployment for Training (DFT) exercises.
- d. Satellite messes operating with NAVSUP (Code 51) approval.

2. Due to the technical nature of operating any type of general mess, requests to establish a general mess should only be submitted when Mess Management Specialists are permanently assigned to the requesting unit's command.

a. Construction Battalion Units (CBUs), Under Water Construction Teams (UCTs) or other units that do not have Mess Management Specialists permanently assigned must coordinate food services through supporting command general messes.

b. Reserve NCF units must coordinate subsistence requirements through their respective reserve center IAW COMNAVRESFORINST p- 4000.(series) while on ADT/IDTT etc.

8101. OPENING AND OPERATING A FIELD MESSING UNIT IN SUPPORT OF A FEX.

1. Opening a field messing unit in support of FEX must be authorized in writing by NAVSUP (Code 51). The Commanding Officer of the requesting unit is responsible for initiating the request utilizing the Battalion's UIC to establish a field mess as directed by

the corresponding operations order. Requests must be forwarded to NAVSUP (Code 51) via the BRIGADE and contain the following details:

- a. Length of the Field Exercise (FEX) to be supported.
 - b. Request for a subsistence account and any additional instructions.
 - c. Type of operational rations to be used; and
 - d. Estimated number of personnel to be fed.
2. The name of the Food Service Officer (FSO). The FSO must be designated in writing by the Commanding Officer.
 3. Complete food service financial records (manual) must be maintained during FEX and submitted to NAVSUP (Code 51), via the cognizant Brigade, at the conclusion of the exercise.

8102. OPENING AND OPERATING A FIELD MESS IN SUPPORT OF DEPLOYMENT FOR TRAINING (DFT) EXERCISES.

1. A field Mess in support of a Deployment for Training (DFT) exercise is defined as a mess operated away from the main/camp galley, but receiving all supplies and with all operating costs of the operation absorbed by the main/camp galley. Opening and operating a branch mess must be authorized by the BRIGADE responsible for Operational Control (OPCON). The Commanding Officer of the requesting unit is responsible for requesting a field mess in support of a DFT via message or letter utilizing the Camp's UIC.
2. Complete food service financial records (manual) must be maintained at each DFT site and reviewed periodically by the Battalion Food Service Officer (S4A) and by the cognizant DFT Officer in Charge to ensure food service financial and inventory controls are correctly utilized and enforced.
 - a. Accurate maintenance of all manual food service records at each DFT site is mandatory. Monthly and quarterly reports will NOT be submitted separately to NAVSUP (Code 51). They will be incorporated as part as the main body's food service returns at the conclusion of each exercise.
 - b. DFT food service records will be maintained at the camp for a period of two years and will be assembled IAW with the NAVSUP P-486, Vol I.

3. A three week cycle menu should be developed and priced out to determine the financial impact prior to the commencement of the DFT or FEX. Identify subsistence needs and quantities ("A" rations, "B" rations, T-rations, MREs etc.).

4. The modified version of the Food Preparation Worksheet (NAVSUP 1090) is authorized for use at DFT sites. Prepare all Food Preparation Worksheets (NAVSUP Form 1090) prior to the commencement of the DFT.

5. A Requisition and Invoice Shipping Document (DD Form 1149) will be used to obtain subsistence for DFT sites from the Camp galley. The Food Service Officer will perform a "Transfer Out" to themselves using the Camp's UIC to expend subsistence items from the Camp's Subsistence Ledgers (NAVSUP 335) to the DFT account.

a. All items received from the Camp galley must be posted to the DFT Requisition Log (NAVSUP Form 1336) and DFT Subsistence Ledgers (NAVSUP Form 335).

b. Ensure the proper fixed price is obtained from the Camp galley for all subsistence items.

6. Open purchase requirements.

a. Step one: IMPAC card procedures will be followed for all open purchase subsistence requirements.

(1). If IMPAC card usage is not practicable at the DFT location, follow open purchase procedures IAW NAVSUP P-486 chapter 4, DD Form 1155, Order for Supplies and Services.

b. Step two: The DFT Mess Management Specialist will identify all open purchase requirements and will pass them to the Battalion Food Service Officer for review and approval via the fastest communication means possible (i.e.: FAX, e-mail, overnight mail delivery).

c. Step three: The Battalion Food Service Officer will review DFT open purchase requirements for proper monetary and metric conversion rates. All subsistence items must cross to food items listed in the NAVSUPNOTE 7330. The Battalion Food Service Officer will then pass approved requisitions to the DFT Mess Management Specialist who will submit their requirements to U.S Veterinary/USN Medical approved vendors.

d. Step four: The DFT Mess Management Specialist will receive all open purchase items. After receipt, the DFT Mess Management Specialist will pass all receipts to the Battalion Food Service Officer for posting to the Camp's FSM accounts.

e. Step five: The Camp Food Service Recordskeeper will post all DFT receipts to FSM. Immediately after all items have been posted to FSM, the Recordskeeper will perform a "transfer out" to the Battalion Food Service Officer IAW with para 4d. The Camp Food Service Recordskeeper will also verify/audit the IMPAC card payment vouchers for DFT subsistence received monthly.

(1). Expend locally purchased items to the DFT sites at fixed prices if subsistence items cross to items listed in the NAVSUPNOTE 7330.

(2). If items cannot be obtained that cross over to items listed in the NAVSUPNOTE 7330, a local Food Identification Code (FIC) must be created using an X or a Z followed by two digits starting with 01 (ie: X01, X02 etc.). The last receipt price will then be used to expend items to the general mess. Every effort must be made to purchase only items that cross to the NAVSUPNOTE 7330.

7. Post all locally purchased items on the DFT Subsistence Ledgers (NAVSUP Form 335) and Requisition Log (NAVSUP Form 1336). Ensure both fixed prices and last receipt prices are properly posted to each document.

8. Ensure the proper metric and monetary conversion rates are used for all open purchase items.

9. Ration allowance computation.

a. Separate all personnel into applicable categories, foreign, USN, USMC, USA, USAF et cetera and post to NAVSUP Form 1292 daily. The Battalion Food Service Officer will certify rations fed for foreign personnel who receive meals from the DFT field mess site. Required accounting data will be obtained from the DFT OIC or representative and transferred to the Battalion Food Service Officer for administrative action.

b. Monetary allowance will be calculated daily on the NS 338.

c. Full ration credit is authorized when field messing during DFT situations.

d. The Sale of Enlisted Dining Facility Meals (NAVSUP form 1046) will be utilized to account for sales of meals sold on a credit basis to officer personnel. Mess bills will be

paid by check at the conclusion of the DFT or prior to the member transferring from the DFT site.

10. Subsistence issuing procedures:

a. Receipt/Issue Documents (NAVSUP Form 1282) must be utilized for each days issues to control food cost and inventory. Food cost will be calculated daily on the NAVSUP 338.

b. All items listed on each Receipt/Issue Document (NAVSUP Form 1282) will be posted to NAVSUP 335s daily.

11. General Mess financial controls.

a. The General Mess Control Record (NAVSUP Form 338) is the single most important control document in the prevention of an over issue of the allotted monetary allowance at each DFT site. The over-under issue status will effect the over-under issue status at the main/Camp galley at the conclusion of the DFTs.

b. The General Mess Control Record (NAVSUP Form 338) will be computed by the DFT Mess Management Specialist and reviewed by the DFT OIC daily and the Battalion Food Service Officer or, in their absence the leading MS, weekly. NAVSUP Form 338 data can be passed via EMail, or voice if the form can not be faxed or mailed.

c. Every effort must be made to prevent an over issue at the DFT sites. A lack of inventory, portion, preparation and sanitation controls could all contribute to an excessive over issue status.

NOTE: The supplemental food or special food allowances for rations fed per day will not be claimed due to bulk posting at the conclusion of the DFTs.

12. The DFT Mess Management Specialist will route the following documents to the Battalion Food Service Officer for review via the fastest means possible (ie: FAX, e-mail, courier etc.):

a. General Mess Control Record (NAVSUP Form 338) (weekly).

b. Completed Receipt/Issue Documents (NAVSUP Form 1282) (weekly).

c. Vendor receipts / DD Form 1155's (weekly).

d. Completed inventory spot check documents (weekly).

e. Completed Food Preparation Worksheets (NAVSUP Form 1090)(monthly).

f. Requisition Document (NAVSUP Form 1336) (monthly).

13. All items that legitimately spoil or that are damaged should be placed on the Expenditure Log (NAVSUP Form 1334) as they occur at each DFT site. The DFT OIC will approve all loss without surveys as they occur at the DFT site. After bulk posting of the DFT Expenditure Log (NAVSUP Form 1334), the Battalion Food Service Officer will approve all loss with out survey items.

14. DFT Inventory controls:

a. Two spot checks weekly encompassing all subsistence items is mandatory. Inventory adjustments must be posted to the NAVSUP 338 as they occur.

15. Final processing of DFT food service financial records:

a. All food service documents will be bulk posted into the FSM system at the conclusion of each DFT. The following procedures have been developed to ensure ease and accuracy in posting:

(1) Create a Summary of Issues to the General Mess for each DFT site and post under the supplementary section of the Camp's current day's NAVSUP Form 1282. Attach the Summary of Issues to the Camp's current day's NAVSUP Form 1282 with an attached memorandum of explanation.

(2) Recap all NAVSUP Form 1292's for each DFT site and post under the Camp's current days head count. Attach the recapped NAVSUP Form 1292 for the DFT site on the Camp's NAVSUP Form 1292 with a memorandum of explanation.

(3) "Transfer in" the remaining balance of all unused stores from each DFT site. Fresh fruits, vegetables and milk purchased at DFT sites cannot be returned to the General Mess and will be surveyed (NAVSUP Form 1334) prior to return to the Camp. Every effort must be made to consume all food prior to completion of the DFT to reduce survey cost.

(4) "Transfer in" all items listed on the expenditure Log for each DFT site, then bulk post and approve all survey items to the Camp expenditure log. Attach the "transfer in" document with the DFT "expenditure log" and the Camp "expenditure log" with a memorandum of explanation.

(5) Inventory adjustments must be totaled, then “transferred in” to the Camp, then expended as inventory adjustments.

16. The Battalion Food Service Officer is overall responsible for the accurate posting of all DFT food service transactions into the camp Food Service Management (FSM) computer. All DFT food service records (manual) must be neatly filed and maintained IAW NAVSUP P-486 chapter 7, with the Main Camp quarterly returns affected. Label DFT returns with the period of exercise, name of exercise, Battalion numerical code and UIC.

8103. Essential Unit Messing (EUM).

1. Deployed NMCBs are designated for EUM per SECNAVINST 7220.66. As determined by the Secretary of the Navy, EUM is authorized when government messing is necessary for the accomplishment of training and readiness. NMCB Details are also designated for EUM and will be subsisted in kind whenever a government mess is available. Government mess is defined as any galley operated by Navy, Air Force, Army or Marine Corps personnel.

2. Private messes are not authorized per SECNAVINST 7220.66B.

3. Requests for unit waivers to the SECNAV EUM policy must be submitted in writing, with full justification, to BUPERS (PERS-20) via the respective BRIGADE (N4) and Commander in Chief, U.S. Atlantic/Pacific Fleet (N4) for consideration and determination prior to the authorization of BAS. Waiver requests that are not fully justified will be disapproved. SECNAVINST 7220.66B applies

8104. Meal, Ready to Eat (MRE).

1. MREs satisfy subsistence requirements involving unusual circumstances, or when unable to follow normal meal routines or practices.

a. Religious/Vegetarian MREs are available through the Navy Supply System. Periodic surveys of Battalion personnel should be taken to determine demand.

2. Receipts. MREs Receipts (other than forced issues) will be recorded on the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) in the same manner as other food items.

3. Expenditures. MREs will be expended in the same manner as other subsistence items. Current fixed prices are listed in the NAVSUP Code 51 NOTE 7330 published quarterly.

4. TOA Requirements. TOA requirements for MREs are established as follows:

AIR DET Facility 02461AD	158 Boxes (12 meals/box)
AIR ECH Facility 02461AE	1167 Boxes (12 meals/box)

NOTE: Camps must have, at a minimum, 100 percent of the Air Detachment TOA allowance on hand prior to being relieved, with 100 percent of Air Echelon TOA allowances on hand or on order with valid requisition status for shortage requisitions.

8105. "T" Rations Management.

1. Tray or "T" Rations are intended to support battle and emergency feeding provision requirements. The Food Service Officer will at all times ensure sufficient supplies of "T" rations are available within 72 hours, or maintain sufficient stores on hand to load out "T" Rations for a 750-man Battalion for 10 days using a menu prepared by the Leading Mess Management Specialist. Fresh fruits, vegetables and soup should be considered as supplements when possible. Total cubic foot requirements must be calculated by the Battalion Food Service Officer to ensure sufficient space is available in the TOA for contingency shipment.

2. The ten-day load out source will be validated during turnover. If kept, stocks on hand will be reviewed and inventoried at turnover, during regular periodic inventories and during Logistics Management Assessments for quantity on hand, shelf life, markings and condition.

3. To calculate the needed daily requirements or contingency requirements, multiply the listed quantities, either daily or totals, by the number of men in the unit divided by 100.

4. Items that have long lead times should be purchased as needed. Requisitions should be submitted accordingly.

8106. General Mess Reports and Financial Returns.

1. Battalions, homeported or deployed, who have submitted separate mess requests to support DFTs, or take part in FEXs and general exercises, will submit reports under the Battalion's UIC. Battalions deployed to the Atlantic Fleet camp sites or on a FEX from

CBC Gulfport will submit all DFT, FEX, and Exercise Mess Reports to COMSECONDNCB (N4112) vice NAVSUP (CODE 51). Battalions deployed to Pacific Fleet camp sites or on a DFT, FEX from CBC Port Hueneme will submit all required reports to COMTHIRDNCB N40 vice NAVSUP (CODE 51). Submission of reports for interim messes that cross over quarters will be determined subsequent to approval of the specific mess. Under no circumstances will reports cross fiscal years.

8107. Camp Turnover.

1. The turnover of food service records between Battalions will be conducted using the same procedure required for a regular relieving Food Service Officer. A relieving inventory will be conducted and a copy submitted to NAVSUP (CODE 51). Battalions using FSM release II will not close out records, and accountability and responsibility for the mess will be transferred from the outgoing Battalion to the relieving Battalion. The outgoing Battalion will prepare a "trial close-out" General Mess Operating Statement, utilizing a manual NAVSUP Form 1358, with data provided from the FSM totals file and joint turnover inventory. Both outgoing and relieving FSOs will sign this NAVSUP Form 1358, annotated "Turnover Trial Close-out" at the top of the form, acknowledging agreement of current mess financial status. All other records (FSM IV and manual) will be closed out per NAVSUP P-486 and Appendix C Attachment IV. Returns will be forwarded to NAVSUP Code 51 with copy to OPCON BRIGADE. A copy of the signed Turnover Trial Close-out NAVSUP Form 1358 will be forwarded to COMSECONDNCB, N4112, or COMTHIRDNCB N40, vice NAVSUP (CODE 51).

Section II

FOOD SERVICE OPERATIONS IN THE FIELD

8200. Requirements.

1. Effective food service operations in the field require proper planning and organization. The following items will help in the proper and efficient planning of field food service.

8201. Site Selection and Layout.

1. The most important aspect of a successful field mess operation is the site selection and layout. The field mess should be near a built-up area with as many good features as possible.

Characteristics and reasons for a good field site include:

<u>Characteristic</u>	<u>Importance</u>
Good natural cover	Shields troops from the enemy, and protects them from sun, heat and wind.
Good access roads	Allows supply trucks to move freely.
High and dry ground near a protected slope	Ensures good drainage, protects from the wind.
Adequate operating space	Eliminates crowding of the troops and lets you spread out equipment to work more efficiently.
Near source of potable water	Used in preparation of foods and beverages.
Sandy loam or gravelly soil	Allows excess water to seep away and helps soakage pits and trenches drain.

8202. Water Supply.

1. All water in the field should be regarded as contaminated until it is proven to be potable by bacteriological analysis. It also may become contaminated during distribution and storage. All untreated water is considered unsafe until approved by a medical representative. The NAVMED P-5010 discusses the following: sources of supply, water treatment, quantity requirements, and testing requirements.

8203. Sanitary Practices.

1. The conditions under which food is transported, stored, prepared, and served can have a direct bearing on the success or failure of a military mission. Consumption of food contaminated with disease causing micro-organisms can result in outbreaks of food borne illness and compromise the combat readiness of the unit. All personnel who handle food must maintain the highest standards of personnel hygiene and sanitary practices.

2. In the field, all the factors which normally contribute to outbreaks of Foodborne illness, including improper storage and holding temperatures, inadequate protection of food from contamination and poor food handler personnel hygiene, are intensified. Supervisory responsibilities and individual attention to sound sanitary practices become increasingly important. Sanitation instructions set forth in the NAVSUP P-5010 must be followed.

8204. Transportation of Food.

1. Vehicles used for transporting food must be clean, and should be completely enclosed. Clean tarpaulins, boxes, bags, etc., may be used to protect food from contamination by dust, dirt, and the elements.

2. Vehicles used for transporting garbage, trash, chemicals, petroleum products, or similar materials will not be used for transporting food unless they have been properly cleaned and sanitized first.

3. If bulk quantities of perishable provisions are to be transported over considerable distances, refrigerated containers must be used.

4. Perishable food products will be stocked at a level commensurate with the capacity of the food service storage facilities of the unit.

8205. Preparation and Serving.

1. Food will be handled in accordance with the NAVMED P-5010 and the following:

a. Potentially hazardous foods (i.e.: egg salad, potato salad etc.) should be avoided in the field. The lack of clean preparation areas, inadequate spaces for refrigeration, unreliable electrical supplies, and the potential for contamination dramatically increases the potential for a food borne illness breakout. Improperly handled potentially hazardous food items must be discarded as garbage.

b. Chopping and grinding of meat in the field is prohibited. When meats need to be pre-sliced, they will be carefully protected and refrigerated or cooked immediately.

c. Frozen foods will be thawed under refrigeration. Foods may be thawed at room temperature only when no refrigeration is available. The product must be cooked as soon as possible; once thawed. Frozen foods that have thawed will never be refrozen. The following conditions must be met in managing frozen items:

- (1) Meat, poultry and fish remain in their original, sealed wrappers or containers.
- (2) Proper precautions are taken to ensure potentially hazardous food items are not allowed to remain at room temperature once thawed.
- (3) The medical department representative is notified.

d. Serving lines in field messes usually are unable to maintain proper holding temperatures and refrigerated space is at a premium. Therefore, due to the increased potential for food contamination in the field mess, the saving of leftovers is strictly prohibited. All leftovers shall be disposed of as garbage.

e. Ice machines at field messes are to be scrupulously maintained. These units will not be operated as self-service equipment. Use an ice scoop made of impervious material. Mount the bracket inside the container at a level that will not be covered with ice when the bin is full. The scoops are to be properly washed and sanitized at least daily. The use of ice chests by individuals or groups will be discouraged. Proper bacteriological tests are required as discussed in the NAVMED P-5010.

f. Sandwiches, when offered, will be prepared as close as possible to serving time. Condiments such as salad dressing, mustard, etc., will be provided in individual packets only and applied by the patron. Salad-type fillings, such as egg, tuna and poultry, are prohibited.

g. Care must be exercised with fruits and vegetables obtained from the local economy, particularly in areas where "manure" is used as a fertilizer. These products will be soaked in 100 ppm Free Available Chlorine (FAC) solution for 15 minutes or a 50 ppm FAC solution for 30 minutes and thoroughly rinsed with potable water before serving.

h. Self-service areas are authorized for pre-packaged items such as individual cartons of milk, salt, pepper, syrup, catsup, mustard, and mayonnaise. Individual cartons of milk will be displayed in drainable trays containing ice. Ensure the top portion of the carton is not submersed in the ice.

i. All food, except self-service items, will be served by a physically qualified and properly trained cook or food service attendant.

j. When items requiring refrigeration are placed on the line they will be placed on the line in small quantities and replenished as needed.

k. Foods requiring rehydration, such as powdered eggs, will be handled as fresh food items once they are rehydrated.

3. The "Four Hour Rule" must be strictly adhered to in the field. Potentially hazardous foods which have been held at temperatures between 40o F and 140o F for four or more hours cumulative time must be disposed of as garbage. Hot foods should be kept hot (above 140o F) and cold foods should be kept cold (40o F or below).

4. All food service personnel will receive required food service refresher/certification training prior to deploying to a field mess site.

8206. Mess Facilities and Equipment.

1. Regardless of the type of structure, cleanliness of facilities and equipment is the key to the prevention of food borne illness outbreaks. The following provides general guidance and should be used in conjunction with NAVMED P-5010:

a. Insulated food containers, ovens, stoves, grills, and other food preparation and serving equipment will be thoroughly cleaned and sanitized after each meal period.

- b. All needed repairs will be made as soon as practicable.
 - c. All food contact surfaces will be cleaned and sanitized as described in MAVMED P-5010.
 - d. All food service equipment is to be installed up and off the ground, and protected from contamination by dust and vermin.
 - e. Wooden surfaces will be covered with clean, heavy wrapping paper or waxed paper. Discard the paper after each meal period. If paper is not available, surfaces must be wiped down and scrubbed with an approved sanitizing solution and air dried after each meal period.
 - f. When pesticides are used, the directions on the label are to be strictly adhered to. Use caution when applying pesticides in the food service areas. All food and food contact surfaces are to be properly protected during spraying and dusting operations. Pesticides are not to be stored in a food service area at any time. Pesticides are to be applied only by certified personnel. Follow guidance on pesticide application and pest control programs provided in NAVMED P-5010.
2. Insulated food containers ("VAT" cans) may be used to transport, store, and serve hot or cold foods. Each container has three aluminum inserts and a tight fitting cover. Inserts must always be used and are to be filled to capacity (5 1/3 liters/5 2/3 quarts). Inserts of hot food and inserts of cold food must be placed in separate containers.
- a. Preparation, filling, pre-heating and pre-chilling of the container should be accomplished prior to placing inserts with food into the container. This is accomplished by filling the can with boiling water, ice water, or crushed ice, covering the container, and letting it stand for 30 minutes before use. After filling, each container must be labeled across the top of the container lid with the item, date and time of preparation, and number of servings. Foods held for over four hours must be discarded as garbage.
 - b. Cleaning of insulated food containers is critical and should be performed before and after every use. Insulated food containers should not be immersed in water. Inserts and rubber gaskets must be removed and washed with soap and water then rinsed in boiling water. After gaskets have been washed and rinsed, they should be placed flat side down on the container to dry and prevent warping.
 - c. Insulated food containers will not be used without the inserts and lids.

3. A field dishwashing unit can be set up by using five metal GI cans (approximately 32-gallon size) and four immersion heaters. A long-handled brush is to be attached to wash cans numbers two and three. To avoid burns, hooks made from coat hangers can be used for dipping metal trays in the fourth and fifth cans. Appropriate personal safety gear should be worn including rubber gloves, face shields and rubber apron.

a. The dishwashing battery is set up in the following manner:

- (1) First GI can is for collecting garbage.
- (2) Second GI can with immersion heater is for prewash and will contain a hot(120 - 150 degrees) detergent solution and a brush.
- (3) Third GI can with immersion heater is for washing and will contain clear detergent solution, boiling water and a long handled brush.
- (4) Fourth GI can with immersion heater is for first rinse and will contain clear, boiling water which will be used to dip dishes for at least 10 seconds.
- (5) Fifth GI can with immersion heater is for sanitizing and will contain clear, boiling water which will be used to dip dishes for at least 10 seconds.
- (6) Mess gear will be air dried only. No dishcloths are permitted.
- (7) The water in the cans will be changed as often as necessary to ensure proper cleaning. At a minimum, the water will be changed twice per meal period. All GI cans containing water will be dumped and thoroughly sanitized at the end of each meal.
- (8) Each can will be permanently marked as to its use (e.g., garbage, prewash). These cans will only be used for the purpose.
- (9) A similar unit can be set up for pots and pans using one can for wash, one can for rinse and one can for sanitizing rinse. Dip and drain racks or a suitable alternative must be devised to prevent hands from contacting boiling water.

b. The field dishwashing area must be away from the food preparation and serving area so that carbon monoxide, smoke, and soot do not blow back into the food service

areas. Immersion heaters also present an explosion hazard; therefore, operating procedures should be strictly adhered to.

c. In emergency situations where hot water is not available, messing utensils can be sanitized by immersion in a 50 ppm FAC solution for 60 seconds.

8207. Galley Waste Disposal.

1. Soakage Pits.

a. Soakage pits will be constructed to contain waste water from the food service area. Special attention is to be given to the separation of grease and scrap food particles from the waste water. Grease must be contained and not allowed to enter drainage ditches, evaporating beds, leaching fields, or soakage pits as grease will clog the soil, preventing the absorption of the water. It will also attract vermin, provide a breeding site for flies, and give off offensive odors.

b. Determine the required soakage pit size (volume) by considering these factors: duration of the operation, number of personnel involved, amount of drainage generated per day, expected period of use, and absorbent quality of the soil substrate.

2. Collect and properly dispose of solid wastes such as garbage, metal cans, plastic, and cardboard. Methods of disposal consist of compacting, burial or burning. In peacetime, local civilian health authorities must be consulted prior to selecting a disposal method. The method to be employed may vary from area to area depending on the environmental and tactical situation. Solid wastes are not to be buried or burned in close proximity to the galley or messing areas.

3. The proper disposal of liquid and solid wastes will greatly enhance pest control in any given area.

8208. Field Exercise (FEX) and Deployment for Training (DFT) Preparation.

1. The following list is a guide to assist with the smooth transition of the 45-day count-down period prior to Field Exercise (FEX)..:

Day Requirement

- | | |
|----|---|
| 45 | Send request for Establishment of a Field Mess to NAVSUP(CODE 51) via cognizant Brigade as required for approval. |
| 44 | Complete Food Provisions List. |

- 44 Write menu.
- 43 Complete Equipment/Accessories List.
- 40 Send list of provisions request to CBC Galley (FEX).
- 39 Complete consumables list.
- 38 Determine MRE requirements/MRE worksheet.
- 37 Submit request to Battalion Supply to draw field equipment 36
- 38 Complete food service division FEX/DFT package.
- 33 Assemble blank records/forms for financial returns.
- 32 Draw field ranges for inspection.
- 31 OJT training/field ranges/equipment.
- 30 Identify and draw accessory equipment.
- 29 Get w/ BRAVO Co. for field reefers ((1) Military Van,
(1) 150 CU FT, (2) 50 CU FT).
- 26 Arrangement for ice with CBC Supply.
- 25 Turn consumable supply requisitions to supply.
- 24 OJT training/field ranges/equipment.
- 22 Request reefer truck from ALPHA Co.
- 19 Field equipment/accessories staged.
- 18 Have equipment shelter delivered to warehouse for
consumables and other supplies.
- 17 Send MRE request to CBC Supply.
- 16 Assemble "Field Office Box" (pens, paper, scissors, etc.).
- 15 Plan FEX BEQ manning requirements.
- 15 Obtain consumable supplies.
- 12 Load consumable supplies/accessories in equipment
shelters.
- 11 Notify CBC Galley for the recall of Battalion MS's three days prior to mount-out.
- 10 Pick up dry goods from CBC Galley. Store in warehouse.
- 9 Check with CBC Supply for ice paperwork, band stores.
- 8 Have MREs delivered to warehouse, complete banding.
- 5 Field galley equipment/accessory staged in staging area.
- 4 Reefer truck delivery from ALPHA Co. Last MS workday in CBC Galley.
- 3 Battalion MSs return from galley.
- 2 Cross checks/final preps.
- 1 Provisions pick-up - advance party departs.
- 0 Mount-Out.

2. The following list is a guide to assist with the smooth transition of the 45-day count-down period prior to Deployment for Training (DFT) exercise.

Day Requirement

- 45 Send request for establishment of a field mess to cognizant BRIGADE as required for approval.
- 44 Determine amount and type of personnel to be fed.
- 44 Determine type of operational rations (i.e.: "B" "T", MRE etc.) needed for exercise.
- 44 Determine type of resources available at DFT site.
- 44 Complete Food Provisions List.
- 44 Write menu.
- 43 Determine food service manning support requirements.
- 43 Complete Equipment/Accessories List.
- 42 Identify local subsistence vendor (Vet approved) at DFT site.
- 39 Complete consumables list.
- 37 Submit request to Battalion supply to draw field equipment (if required).
- 36 Type all Food Preparation Worksheets (NAVSUP form 1090s).
- 34 Pre-approve all Food Preparation Worksheets (NAVSUP Form 1090s) and make enough copies for entire DFT duration.
- 34 Serialize all Food Item Issue/Receipt Documents (NAVSUP Forms 1282s).
- 33 Prepare all manual Subsistence ledgers (NAVSUP form 335).
- 33 Assemble blank records/forms for financial returns.
- 32 Draw field ranges for inspection.
- 31 OJT training/field ranges/equipment/food service records.
- 30 Identify and draw accessory equipment.
- 25 Turn in consumable supply requisitions to supply.
- 24 OJT training/field ranges/equipment.
- 19 Field equipment/accessories staged.
- 16 Assemble "Field Office Box" (pens, paper, scissors, etc.).
- 14 Obtain consumable supplies.
- 13 Load consumable supplies/accessories in equipment shelters.
- 10 Stage dry goods and operational rations.
- 5 Field galley equipment/accessories staged in designated area.
- 2 Cross checks/final preps.
- 1 Provisions pick-up - advance party departs.
- 0 Mount-Out.

Section III

PROCUREMENT

8300. High and low limits.

1. Due to the unique nature of the Naval Construction Forces operational commitments, every effort must be made to ensure subsistence levels are maintained at a high level of 45 days and low level of 30 days.

8301. Foreign Purchases.

1. Meat, fish, poultry, and dairy products of foreign origin will be purchased only in emergencies or when foreign sources are the regular supply sources. Purchases will be made only from approved sources established by the Army Veterinary Services or the Navy Medical Service. When foreign sources are not the normal suppliers, quantities procured will be strictly limited to immediate requirements necessary to relieve the emergency. Purchases of other food items of foreign origin are also restricted to only those food items and quantities necessary to sustain operations until the next scheduled replenishment from the normal source of supply.

Section IV

STOWAGE

8400. Requirement.

1. Inventories of Operational Rations (OPRATS) must be maintained at specified levels at all times. Rotation of stock is critical in ensuring quality products are stocked at all times for use in planned or unplanned contingencies.

8401. MREs.

1. Routine inspection schedules (one per deployment) will be established to ensure adequate stock rotation and suitability for use of the product. MREs must be stored off the deck and not stacked more than three pallets high without the use of storage aids.

2. Each meal contains an entree/starch, crackers, a spread (cheese, peanut butter, or jelly), a dessert/snack, beverages, an accessory packet, a plastic spoon and a flameless ration heater (FRH). The flexibly packages foods are heat processed in retortable pouches. The components are lightweight, compact, and easily opened. The shelf life is a minimum of 3 years at 80 F' (27 C'), 6 months at 100 F' (38 C'). There are 12 meals per shipping container, one of each menu.

8402. Tray Rations.

1. Age and certain physical environmental factors decrease shelf life; temperature, humidity level, and the issue of stock with near expiration of shelf life. Rotation of "T" rations with normal galley subsistence prolongs "T" ration shelf life.

2. Tray Rations (T rats) provides breakfast and lunch/dinner menus. The container serves as the package, heating pan, and serving tray. Each menu has been unitized and comes in 18 rations per module. Instant beverages, nondairy creamers, hot sauce, and disposable (cups, 5 compartment trays, utensils) are included in each module. A pallet load consists of 24 identical meal modules. The shelf life is a minimum of 3 years at 80 F' (27 C'). A unitized cold weather ration supplemental module is available. The average net weight per module is 33 pounds (breakfast) and 45 pounds (lunch/dinner). Cubic footage is 1.66 cubic feet per module. Storage considerations mentioned in paragraph 8401 apply.

CHAPTER 9

Services

Laundry / Barbershop / Postal Operations

9000. Assistance. Refer questions concerning policy to COMSECONDNCB/COMTHIRDNCB (N4) for resolution. Brigade assistance is available to Regiments, Battalions, and Construction Battalion Units that require assistance.

9001. Introduction. This instruction is intended to supplement the NAVSUP-487 and the DOD POSTAL MANUAL (DOD 4525.6-M) for Post Operations.

9100. Laundry Requirements. Effective laundry operations in the field require proper planning and organization. Prior to deploying the Supply Officer will ensure all Ship's Servicemen receive the Regimental Skid Mounted Laundry Unit (SMLU) briefing. SMLUs are similar to shipboard facilities. The SMLU is a fuel fired water heater, with a fuel fired 50 pound capacity dryer. The following will help in the proper and efficient planning of laundry services.

9101. Site Selection and Layout. The most important aspect of a successful field laundry operation is site selection and layout. The field laundry should be near a built-up area with as many good features as possible.

Characteristics and reasons for a good field site include:

<u>Characteristic</u>	<u>Importance</u>
Good natural cover	Shields troops from the Enemy, and protects them from sun, heat and wind.
Good access roads	Allows supply trucks to move freely.
High and dry ground near a protected slope	Ensures good drainage, protects from the wind.
Adequate operating space	Eliminates crowding of the troops and lets you spread out equipment to work more efficiently.

Near source of potable water	For use in washing clothes.
Sandy loam or gravelly soil	Allows waste water to seep away and helps soakage pits and trenches drain.

9102. Water Supply. All water in the field should be regarded as contaminated until it is proved to be potable by bacteriological analysis. It may become contaminated during distribution and storage. All untreated water is considered unsafe until approved by a medical representative. The NAVMED p-5010, chapter 1 discusses the following: sources of supply, water treatment, quantity requirements, and testing requirements.

9103. Sanitary Practices. The condition under which laundry is transported, stored, and washed has a direct bearing on the success or failure of a military mission. Supervisory responsibilities and individual attention to sound sanitary practices become increasingly important. Whenever possible, follow sanitation instructions set forth in the NAVSUP P-5010.

9104. Laundry Operations. A locally prepared laundry equipment maintenance log will be maintained using the sample format illustrated in NAVSUP P-487, paragraph 2512. Also discussed in NAVSUP P-487, locally prepared bulk laundry logs will be maintained. The logs shall be reviewed on a weekly basis by the Accountable Officer. In addition, a summary of all work processed will be prepared on a weekly basis and submitted to the Services Division Officer for review.

9105. Laundry Operation Safety. Fires resulting from spontaneous combustion of dried, hot, and compact clothing are of particular concern and demand that attention be directed toward their prevention. Most of these fires result from clothing left in the dryer or omission of one or more wash cycles or rinse cycles. When omission of a wash cycle occurs, protein matter introduced into fabric through use is augmented by protein contained in most washing compounds and both are retained in the fabric. The ensuing drying cycle raises the temperature to near its ignition point; when the fabric is compacted in carts or bags, restricted circulation fosters spontaneous combustion, and instructions to prevent occurrences of this nature. These procedures will include, but are not limited to, the following precautions:

1. Ensure all laundry cycles are fully completed as prescribed.
2. The laundry will be manned at all times when the laundry is operating and until all laundry bags and hampers of dried laundry are inspected to ensure there is no residual heat build-up.

3. All dryer loads will receive a final ten-minute tumbling with the dampers set in the open position.
4. Clothing will be removed from dryers immediately upon completion of the drying cycle. Clothing will not be stored in the dryer at any time.
5. All laundry chemicals (soap, sour, etc.) in the laundry must be stored in covered stainless steel containers. Under no circumstances will opened shipping cartons be used for operating stocks.
6. Secondary lint filters will be installed on all dryers.
7. The primary lint trap will be cleaned every load and secondary cleaned every four hours on all dryers. The Services Division Officer, must check all dryer lint traps on dryers during their daily rounds.
8. Lagging or prescribed shielding on pipes and laundry equipment must be in place for the safety of operations.

9200. Barbershop Operations.

1. Barbershop service shall provide basic men's and women's haircuts only. Records and Operations, Barber Shop supplies, and Sanitation issues are discussed in NAVSUP-487.

9300. Postal Operations.

1. The transfer of Postal Operations to the Supply Department does not relieve the Administrative Department of its responsibility for the internal control of official mail, including the custody of, and affixing of stamps. Postal Officers must be designated in writing by the Commanding Officer. Postal Officers will perform their duties in accordance with OPNAVINST 5112.6 (series) "DON Postal Instruction," DOD 4525.6-M "DOD Postal Manual," :Postal Finance Officer Handbook." All stamps will be purchased from military sources unless specifically authorized by COMSECONDNCB/COMTHIRDNCB N4 in writing.
2. The Postal officer will be an E-7 or above, normally from the Supply Department, and must be designated in writing by the Commanding Officer.
3. An official mail expenditure log report is required from all units semi-annually for the reporting periods from 1 October through 31 March and 1 April through 30 September. Reports must be in the format illustrated in OPNAVINST 5112.B. Reports shall be sent to COMSECONDNCB/COMTHIRDNCB CODE N40.

4. Postal inspections will be conducted by CINCLANTFLT/CINCPACFLT representatives as appropriate. COMSECONDNCB/COMTHIRDNCB will coordinate postal inspections with their respective fleet commanders. A copy of the reply to recommendations made by fleet examinations will be sent to discrepancy letter. Postal operations will be reviewed during Logistics management Assessments (LMAs). This review will focus on Battalion Audits to ensure that proper over-site is maintained.

CHAPTER 10

DISBURSING

10001 INTRODUCTION. The Disbursing Office will operate according to DOD Financial Management Regulation Volume 5, DFASPPM Volume II (Defense Finance and Accounting Service Pay/Personnel Procedures Manual (Navy)), NAVSO P-3050-2), JFTR (Joint Federal Travel Regulations), NTI (Navy Travel Instructions), DJMS PTG (Defense Joint Military Pay System) and other applicable publications and instructions. Disbursing officers must establish close cooperation with unit administration/ personnel departments to ensure that all documentation and correspondence is correctly prepared and processed.

10002 CASH LEVELS.

1. The following procedures apply in determining excess cash to be held above what is normally allowed by the Commanding Officer:
 - a. When a change in cash requirements occur, due to either the semi-annual review or to an extended deployment, and the requirement exceeds the maximum amount already approved by the Commanding Officer, written authority for additional cash is required. Request authority from the Commanding Officer 30 days before deployment per DODFMR Volume 5, paragraph 05030104. See Figure 10-1.
 - (1) Draw additional cash, as authorized, within three days of the deployment date if possible per DODFMR Volume 5, paragraph 05030107.
 - (2) Send a copy of each additional cash authorization with the financial returns for the month in which the Disbursing Officer receives authorization.
 - (3) When the cash requirement decreases or upon return to continental United States, dispose of excess additional cash on hand per DODFMR Volume 5, paragraph 05050201.

10003 ON-SITE EXAMINATIONS AND AUDITS. A copy of the reply to recommendations made by Fleet on-site disbursing examinations of pay records and comprehensive disbursing reviews will be sent to COMSECONDNCB/COMTHIRDNCB within 30 days after receipt of the discrepancy letter.

10004 QUARTERLY SURPRISE VERIFICATION OF DISBURSING OFFICER'S CASH. The Cash Verification Team members shall not be in the Disbursing Officers

chain of command. See Figure 10-2. Distribute copies of the Cash Verification report per DODFMR Volume 5, Appendix A, paragraph A10304.

10005 LOSS OF FUNDS.

1. Major Physical Losses of Funds. If physical loss or deficiency of funds is \$750 or more, or theft or fraud is believed to have occurred, the Commanding Officer shall convene an investigation per the JAG Manual, paragraph 0909. Forward the investigative report to JAG via the Commanding Officer, COMSECONDNCB/COMTHIRDNCB, and DFAS Cleveland Center. A JAGMAN report of investigation must accompany a letter request for relief, when applicable.
2. Request for Relief. Request relief of liability for physical loss or deficiency of funds per DODFMR Volume 5, paragraph 050610, and route to DFAS Cleveland Center, Code FFA, via the Commanding Officer, and COMSECONDNCB/COMTHIRDNCB.

10006 ASSISTANCE

1. Commanding Officers may request disbursing assistance from the Director, Military Pay and Personnel Field Examination Group (CINCLANTFLT (N41D) or CINCPACFLT (N41D)), Personnel Administration Training Group (PATG), Norfolk, Personnel and Administrative Assistance Team Pacific Fleet (PAATPAC), and the Type Commander. Provide sufficient information to permit assessment of the complexity of assistance required.
2. In emergencies, disbursing assistance may be requested from a local PSD Disbursing Office. Copy to the cognizant Type Commander on all requests for assistance.

10007 TEMPORARY ADDITIONAL DUTY (TAD) ORDERS

1. Settlement of TEMADD Claims
 - a. Settle all travel claims within ten days of submission by travelers.
 - b. Liquidate all travel advances no later than five days after completion of TAD. If not, institute pay checkage procedures.
 - c. Recoup or adjust travel advances when notified that orders have been canceled or modified.

- d. Upon settlement of a travel claim, immediately forward a legible copy of DD 1351-2 with supporting documents to the Supply Office for completion of the TANGO log.
 - e. When there are more than two working days between travel, require all travelers to provide proof (copy of travel voucher, DD Form 1351-2) that claim has been submitted before being issued another set of TAD orders. This applies to all TAD orders regardless of whether a travel advance was taken.
 - f. Ensure all command checkout lists include a review for unsettled travel claims.
2. Emergency Leave Orders. According to U.S. Navy Travel Instruction, paragraph 6302, members authorized emergency leave in connection with a personal emergency involving travel outside the United States may be provided round trip commercial transportation incident to emergency leave granted per regulations of the Service concerned. Considering the nature of the emergency, commercial transportation may be authorized or approved only when government transportation, payment of per diem, or other incidental expenses are not authorized. Joint Federal Travel Regulations (JTFR), paragraph U7205 applies.

10008 RELIEF OF DISBURSING OFFICER. Sample relieving letter for Disbursing Officers is included as Figure 10-3.

10009 INTERNAL CONTROLS AND PROCEDURES. At a minimum, publish written internal controls and procedures following DFASPPM B90503 including operational and procedural control for disbursing systems: Uniform Micro-computer Disbursing Systems (UMIDS), Micro-computer Claims Processing System (MCPS), and DJMS Access.

SAMPLE FORMAT FOR LETTER TO HOLD ADDITIONAL CASH

(date)

From: Disbursing Officer, _____

To: Commanding Officer, _____

Subj: REQUEST FOR AUTHORITY TO HOLD ADDITIONAL FUNDS

Ref: (a) DODFMR, Vol 5, Para. 05030105

(b) DODFMR, Vol 5, Para. 05030304-0305

(c) DODFMR, Vol 5, Para. 05050201

1. Per reference (a), request that authorization be granted to hold cash in the total amount of \$ _____ based on the following requirements during (unit's name) upcoming extended deployment.

Outgoing: Payrolls	\$ _____
Other Disbursement	\$ _____
Incoming: Foreign Currency sales	\$ _____
Money order sales	\$ _____
Other Collections	\$ _____

\$ _____ \$ _____

Net monthly requirements x no. of months deployed = total cash required

2. Total cash held will be secured in a safe container as prescribed under reference b). Any excess cash held upon returning from this extended deployment will be disposed of according to reference (c).

(SIGNATURE)

FIRST ENDORSEMENT on Disbursing Officer, NMCB LINCOLN LOGS

ltr of date

From: Commanding Officer, _____

To: Disbursing Officer, _____

1. Approved.

Signature

SAMPLE FORMAT FOR LETTER TO HOLD ADDITIONAL CASH

(date)

From: Disbursing Officer, _____

To: Commanding Officer, _____

Subj: REQUEST FOR AUTHORITY TO HOLD ADDITIONAL FUNDS

Ref: (a) DODFMR, Vol 5, Para. 05030105

(b) DODFMR, Vol 5, Para. 05030304-0305

(c) DODFMR, Vol 5, Para. 05050201

1. Per reference (a), request that authorization be granted to hold cash in the total amount of \$ _____ based on the following requirements during (unit's name) upcoming extended deployment.

Outgoing: Payrolls	\$ _____
Other Disbursement	\$ _____
Incoming: Foreign Currency sales	\$ _____
Money order sales	\$ _____
Other Collections	\$ _____

\$ _____ \$ _____

Net monthly requirements x no. of months deployed = total cash required

2. Total cash held will be secured in a safe container as prescribed under reference b). Any excess cash held upon returning from this at sea period will be disposed of according to reference (c).

(SIGNATURE)

FIRST ENDORSEMENT on Disbursing Officer, NMCB LINCOLN LOGSltr of date

From: Commanding Officer, NMCB LINCOLN LOGS

To: Disbursing Officer, NMCB LINCOLN LOGS

ENS I. M. GREEN, SC, USN

1. Approved.

A. B. BLACKSHOE

Figure 10-1

SAMPLE FORMAT FOR REPORT OF CASH VERIFICATION TEAM

(date)

From: Cash Verification Team, _____

To: Commanding Officer, _____

Subj: QUARTERLY CASH VERIFICATION REPORT

Ref: (a) CO _____ ltr Ser _____ of _____
(appointing officer)

(b) DODFMR Vol 5 Appendix A

(c) DODFMR Vol 5, Para. 05030201

1. The quarterly cash verification is meant only to verify that cash and other assets for which the Disbursing Officer is accountable agrees with the total accountability amount recorded as on-hand on the Disbursing Officer's daily statement of accountability. It does not certify the overall health of a disbursing office. Strong management controls exercised by the appropriate members within the chain of command are mandatory and necessary to prevent and preclude major loss or fraud.

2. As directed by reference (a) and in compliance with references (b) and (c), a surprise verification of the Disbursing Officer's cash was conducted on (date). The amounts of \$_____ in cash and \$_____ in other assets, total \$_____, were on board. These amounts were/were not in agreement with the balance indicated in the Disbursing Officer's Daily Statement of Accountability (DD Form 2657).

3. Cash on hand \$_____ and other assets \$_____ were returned to the Disbursing Officer. (Disbursing Officer's Name)/(date).

4. The amount brought forward on the daily statement of accountability was verified with amounts reported in the returns for the period to this month. The entries in the Daily Statement of Accountability have been substantiated by the appropriate disbursement and collection vouchers and were/were not found to be in agreement.

Figure 10-2 (Page 1)

5. The Disbursing Officer has authorization to hold cash at personal risk in the amount of \$_____. Verification of cash amounted to \$_____ which is/is not in excess of the amount authorized to be held at personal risk.

6. Safekeeping deposits in the amount of \$_____ were also verified and were/were not in agreement with the safekeeping deposit records.

7. Appropriate entries have been made and signed by the Cash Verification Team in the Daily Statement of Accountability and the Safekeeping Deposit Records.

8. Recommendation(s):

(TEAM MEMBER SIGNATURE) (TEAM MEMBER SIGNATURE)

Copy to:
DO NMCB _____

Figure 10-2 (Page 2)

SAMPLE FOR DISBURSING OFFICER RELIEVING LETTER

From: LT I. M. History, SC, USN, 111-22-3333/3100
ENS I. M. Green, SC, USN, 222-33-4444/3105
To: Commanding Officer, NMCB _____

Subj: RELIEF OF LT I. M. HISTORY AS DISBURSING OFFICER IN NMCB LINCOLN
LOGS BY ENS I. M. GREEN

Ref: (a) DODFMR Vol. 5, Para. 050204

Encl: (1) Cash Verification Letter of (date)

1. Approval is requested for LT I. M. HISTORY to be relieved of his duties as NMCB
_____ Disbursing Officer by ENS I. M. GREEN as of close of business this
date.

2. Per reference (a), a joint inspection of the Disbursing Division has been conducted
and the following discrepancies noted:

- a. _____
- b. _____

3. A Cash Verification Team was convened and all cash, other assets, postal stock,
and safekeeping deposits have been verified as correct, as outlined in enclosure (1).
All blank treasury checks and money orders have been inventoried with no
discrepancies.

4. The officer to be relieved has accomplished the following:

a. Submitted final Statement of Accountability (SF 1219) and all substantiating
documentation. The relieving officer has signed a certificate of acceptance for total
accountability transferred on the SF 1219.

b. Notified the Department of the Treasury of the termination of all deputy and agent
positions currently held.

c. Destroyed all signature plates and forwarded to the Department of the Treasury a
Certificate of Mutilation of same.

d. Transferred custody of check signing machine (if applicable to relieving officer.

e. Transferred and changed all passwords for UMIDS/ATMs (if applicable) to
relieving officer.

5. The relieving officer has accomplished the following:

- a. Submitted to the Department of the Treasury specimen signatures and a letter notifying commencement of disbursing duties
- b. Submitted letter of introduction and specimen signatures to local financial institution where command disbursing business will be conducted.
- c. Changed all disbursing safe combinations and documented same.
- d. Prepared letter for Commanding Officer's signature authorizing cash to be held at personal risk.
- e. Prepared appointment letters for each deputy and agent cashier.
- f. Verified that all required publications and instructions are on hand and up to date.

6. The officer to be relieved has not cashed a personal check of his/her own in the last 30 days before detachment.

7. The following dishonored checks are held:

Name	Rate	Amount	Date
------	------	--------	------

8. The overall condition of the disbursing division was found to be satisfactory.

9. There is no disagreement between these officers as to the conditions discovered.

I. M. HISTORY I. M. GREEN

FIRST ENDORSEMENT on LT I. M. HISTORY and ENS I. M. GREEN ltr of date

From: Commanding Officer, NMCB

To: LT I. M. HISTORY, SC, USN

ENS I. M. GREEN, SC, USN

1. Approved.

Signature

SAMPLE FOR DISBURSING OFFICER RELIEVING LETTER

From: LT I. M. History, SC, USN, 111-22-3333/3100
ENS I. M. Green, SC, USN, 222-33-4444/3105
To: Commanding Officer, NMCB LINCOLN LOGS

Subj: RELIEF OF LT I. M. HISTORY AS DISBURSING OFFICER IN
NMCB LINCOLN LOGS BY ENS I. M. GREEN

Ref: (a) DODFMR Vol. 5, Para. 050204

Encl: (1) Cash Verification Letter of (date)

1. Approval is requested for LT I. M. HISTORY to be relieved of his duties as Disbursing Officer in NMCB LINCOLN LOGS by ENS I. M. GREEN as of close of business this date.

2. Per reference (a), a joint inspection of the Disbursing Division has been conducted and the following discrepancies noted:

- a. _____
- b. _____

3. A Cash Verification Team was convened and all cash, other assets, postal stock, and safekeeping deposits have been verified as correct, as outlined in enclosure (1). All blank treasury checks and money orders have been inventoried with no discrepancies.

4. The officer to be relieved has accomplished the following:

a. Submitted final Statement of Accountability (SF 1219) and all substantiating documentation. The relieving officer has signed a certificate of acceptance for total accountability transferred on the SF 1219.

b. Notified the Department of the Treasury of the termination of all deputy and agent positions currently held.

Figure 10-3 (Page 1)

c. Destroyed all signature plates and forwarded to the Department of the Treasury a Certificate of Mutilation of same.

d. Transferred custody of check signing machine (if applicable to relieving officer.

e. Transferred and changed all passwords for UMIDS/ATMs (if applicable) to relieving officer.

5. The relieving officer has accomplished the following:

a. Submitted to the Department of the Treasury specimen signatures and a letter notifying commencement of disbursing duties

b. Submitted letter of introduction and specimen signatures to local financial institution where command disbursing business will be conducted.

c. Changed all disbursing safe combinations and documented same.

d. Prepared letter for Commanding Officer's signature authorizing cash to be held at personal risk.

e. Prepared appointment letters for each deputy and agent cashier.

f. Verified that all required publications and instructions are on hand and up to date.

6. The officer to be relieved has not cashed a personal check of his/her own in the last 30 days before detachment.

7. The following dishonored checks are held:

Name	Rate	Amount	Date
------	------	--------	------

8. The overall condition of the disbursing division was found to be satisfactory.

Figure 10-3 (Page 2)

9. There is no disagreement between these officers as to the conditions discovered.

I. M. HISTORY

I. M. GREEN

FIRST ENDORSEMENT on LT I. M. HISTORY and ENS I. M. GREEN ltr of date

From: Commanding Officer, NMCB LINCOLN LOGS

To: LT I. M. HISTORY, SC, USN

ENS I. M. GREEN, SC, USN

1. Approved.

A. B. BLACKSHOE

Figure 10-3 (Page 3)

Chapter 11

Training

11000. INTRODUCTION. Leadership responsibilities include training and developing subordinates. Only when subordinates are adequately trained can the units mission be carried out effectively. Training cannot be left to chance and reliance on on-the-job training. To be effective, training must be the result of a formal plan tailored to the organization's needs and documented to ensure continuity during personnel changes.

11100. FORMAL TRAINING. Supply Officers will establish a formal training program that is responsive to the unit's needs. Assistance in establishing the formal training program may be obtained from COMSECONDNCB / COMTHIRDNCB or 20th/31st NCRs. The NAVSUP P-421, Chapter 8, contains guidance for the establishment and administration of Mess Management Specialist training program. NAVSUP (Code 51) has developed formal lesson plans (51 topics) for distribution and implementation into the MS training schedule and can be obtained from Brigade or the Navy Food Management Team. To provide the basis for the unit's formal training program, the following reference information and minimum required records, should be available and kept current:

1. Lesson Plans. Lesson Plans should be developed for all supply ratings. Lesson Plans should cover all aspects of supply operations including buy certainly not limited to, Micro-SNAP, Postal, Laundry, Outlet, Barbershop, FSM, Food Service, UMIDS, Disbursing operations, COSAL, Inventory Management, Survey Procedures, SEAS, Financial Management, Tech Editing, TOA Management Aids, and Part Number to NSN cross references. Lesson plans should also be developed for general (non-NCF) rate training, and General Military Training (GMT).
2. Curriculum by Rating. A listing of training subjects should be developed for each person in each rating. The Lesson Plan table of contents serves as an excellent basis for the development of curriculums.
3. Personnel Advancement Record Sheet. A Personnel Advancement Record Sheet (NAVPERS 1414/4) will be kept for each person. Training officers must ensure that progress recorded in the Master Record is posted to the individual NAVPERS 1414/4 held by the Departmental Training Officer. The Training Officer must also ensure that the NAVPERS 1414/4 are entered in the individual's service record before transfer.
4. Division Officer's Notebook. A Division Officer's Notebook must be maintained for recording pertinent personal information about each crew member. Several different pre-printed forms are available for this purpose. Information should be entered in all applicable blocks of the form used.

Record correspondence courses completed, schools attended, and performance evaluations on this form.

5. Supply Rating PQS. Ensure formal PQS established for each rating is accomplished. All skills (Military and Technical) required in the COMSECONDNCB/COMTHIRDNCBINST 1500.1 series must be attained prior to an NMCB's deploying.

11101. Training Records. Figure 11-1 outlines the training organization for the Supply Department. OPNAV 1500/300 should be used for training schedules and training records. Sanitation training records must also be maintained. Counseling sheets, on the other hand, will not appear in any training record.

11102. Service Schools. The 20th NCR and 31st NCR offer valuable NCF supply courses, OJT, and can obtain quotas for rate specific schools for NCF supply personnel. For quotas or additional information, contact the R4 at the respective NCR. The following courses are currently available at the NCR's for supply personnel:

- General NCF
- TOA Familiarization
- Containerization
- CSR Outlet Operation
- CTR Outlet Operation
- ARP Outlet Operation
- CUU Outlet Operation
- MLO Outlet Operation
- MicroSNAP Introduction (For Repair Parts Petty Officers)
- MicroSNAP Intermediate (For Junior Storekeepers)
- MicroSNAP Advanced (For Senior Storekeepers)

For NMCBs, these courses should be scheduled for attendance during the homeport training conference. Advanced planning will be required to ensure that the proper personnel are assigned to courses that will maximize the benefit to the battalion during the subsequent deployment

11103. NEC Requirements. Each NMCB should have personnel whom possess these NECs according to the Battalion AMD.

- NEC
- 2814 MircoSNAP (SFM)
- 2820 SNAP SUP
- 2905 Disbursing Afloat
- 3122 Barber
- 3526 Private Mess
- 3528 Food Preparation/Menu

3529 Galley Supervisor
3538 BQ

11104. Vehicle Licenses. Each NMCB Supply Department should have personnel whom possess these licenses:

VEHICLE TYPE

4K RT FL
6K FL
12K FL
15K Stake
Tractor Trailer

11105. Other Training. Supply Department personnel should also attend the following training courses:

COURSE

SALTS
IMPAC (Visa purchase card)
Small Purchase
Field Messing
Small Engine Repair (CTR's CM)
Fiscal Procedures

11200. HOMEPORT TRAINING SCHEDULES. Preparation for the Homeport Training Period begins very early in the deployment. Review of your next deployment manning level is required to ensure that training schools or classes are scheduled during homeport to cover shortfalls.

1. In addition, the Battalion Training Officer will begin working on the training schedule and request inputs from the Supply Officer. Although each homeport schedule is slightly different, generally the following will occur:
 - a. Leave period
 - b. Factory/Formal training (school/NECs)
 - c. SCBT/Logistics Training (BLOCK)
 - d. Command and Control/Exercise (Khaki)//O/CPO Mini-FEX
 - e. Combat skills/weapons qualifications
 - f. Communication/Crew Serve weapons training
 - g. Field Exercise/Mobilization Exercise (FEX)
 - h. Planning Exercise

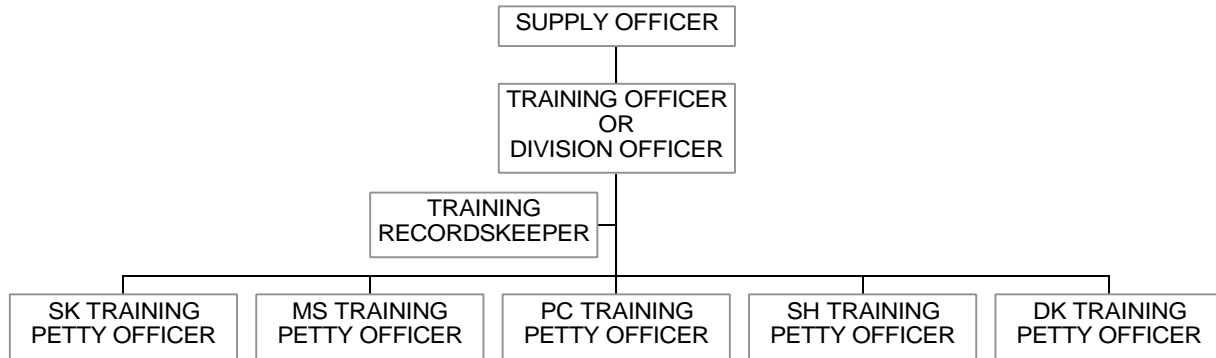
11201. HOMEPORT PREPARATIONS. To ensure a smooth homeport period, and the subsequent deployment, the Supply Officer should review the "passdown"

folder and the items on the following checklist. The establishment of a Plan Of Action and Milestones (POA&M) is highly recommended:

CHECKLIST

- ☐ -Provide list of schools required to Training Officer
- ☐ -Establish deployment organization chart
- ☐ -Schedule leave periods
- ☐ -Create the FEX POA&M, OPORDER inputs
- ☐ -Arrange for Battalion cargo TO/FROM homeport
- ☐ -Arrange for HHG shipment TO/FROM homeport
- ☐ -Identify advanced party, embark, deployed party, expeditor personnel
- ☐ -Prepare deployment/FEX menu ... field mess request
- ☐ -EDVR allowance review ... adjust PRDs/EAOs as required
- ☐ -Prepare deployment letters of authority, passwords, and required instruction updates
- ☐ -Conduct annual training requirements (sanitation, standards of conduct, etc.)
- ☐ -Review prior LMAV/FMAV
- ☐ -Review deployment OPLAN/OPORDER
- ☐ -Prepare Berthing plan for homeport
- ☐ -Prepare MS TAD plan for homeport galley support
- ☐ -Review deployment budget
- ☐ -Training preparations
- ☐ -Field messing class
- ☐ -MICROSNAP
- ☐ -MLO
- ☐ -BLOCK
- ☐ -IMPAC Card
- ☐ -SCBT
- ☐ -NECs
- ☐ -Safety training
- ☐ -Recall list update
- ☐ -Arrange for required passport/security clearances
- ☐ -Review
- ☐ -Requisition channels
- ☐ -Shipping channels
- ☐ -Transportation POCs
- ☐ -Site specific unique
- ☐ -Submit postal routing message
- ☐ -Ensure personnel have Wills

SUPPLY DEPARTMENT TRAINING ORGANIZATION



FUNCTIONS:

Supply Officer	Establish training program
Training Officer	Coordinate accomplishment training program, submit schedules to Supply Officer/Unit Training Officer.
Division Officer	Maintain division officer notebook
Training Recordskeeper	Maintain all training records
Training Petty Officers	Schedule training for their division, submit quarterly and weekly schedules to training officer.

Figure 11-1

APPENDIX A**FUNCTIONAL AREA 1****ORGANIZATION/ADMINISTRATION****A. ADMINISTRATION**

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X	X	X	X	X	X	X	X	Is there a departmental organization chart that identifies essential functions and clearly defines channels of responsibility? (Para 1040)			
2.	X	X	X	X	X	X	X	X	Has an approved physical inventory schedule been promulgated? (Para 6026)			
3.	X	X	X	X	X	X	X	X	Is the Commanding Officers authorization for reviewing priorities UND B and, If applicable, UND A requirements current? (P485 Para 3048)			
4.	X	X	X	X	X	X	X	X	Is the Commanding Officer, Supply Officer and cognizant Department Head letters of authorization to stock material in other spaces current? (P485 Para 6009)			
5.	X	X	X	X	X	X	X	X	Is the Supply Officers authorization for other individuals to hold duplicate master keys current? (P485 Para 1118)			
6.	X	X	X	X	X	X	X	X	Have the DOD " Standards of Conduct" Been brought to the attention of all concerned personnel at least annually? (SECNAVINST 5370.2 SERIES)			
7.	X	X	X	X	X	X	X	X	Is there a notice or instruction to cover the activity's BOSS program?			
8.	X	X	X	X	X	X	X	X	Are price challenges as set forth in FMSOINST 4200.1B, being submitted?			
9.	X	X	X	X	X	X	X	X	Are records, reports, files and publications properly stored, up to date and safeguarded against loss or destruction?			

B. SECURITY/KEY CONTROL

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X	X	X	X	X	X	X	X	Does a key control system exist? (P485 Para 1118)			
2.	X	X	X	X	X	X	X	X	Does the custody of keys to spaces and responsibility for security rest with the person in charge of each space? (P485 Para 1118.1c)			
3.	X		X	X	X	X		X	Are Supply Department spaces segregated by Groups I, II, III, & IV? (P485 Para 1118.2)			
4.	X	X	X	X	X	X	X	X	Is strict accountability maintained especially for each grand master key? (P485 Para 1118.2e)			
5.	X	X	X	X	X	X		X	Are key locker keys distributed correctly? (P485 Para 1118.4b)			

C. TRAINING

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X	X	X	X	X	X	X	X	Is there a Supply Department instruction covering the training program? (P485 Para 1186 and OPNAVINST 3120.32C Chap 8)			
2.	X	X	X	X	X	X	X	X	Is an up-to-date Record of Personnel Advancement Requirement (PAR) maintained in the Supply Office for each E4-E8 assigned to supply? (BUPERSINST 1418.10)			
3.		X	X	X	X	X	X	X	Is a record of training (group or individual) maintained for each E4-E8 assigned to supply? (OPNAVINST 3120.32C Chap 8 and P485 Para 1186)			
4.	X	X	X	X	X	X	X	X	Is a long-range schedule developed and adhered to for training? (OPNAVINST 3120.32C Chap 8)			
5.	X	X	X	X	X	X	X	X	Does the departmental training program include aspects of supply and general military supply in particular; embarkation, Micro-Snap, MLO, and UL validation/implementation? (Para 1049 and 1043.2e)			
6.	X	X	X	X	X	X	X	X	Does the training program include a specific training requirement on the purpose and use of UMMIPS for all personnel who determine urgency of need for requisitions or who process requisitions? (OPNAVINST 4614.1 SERIES Para 10.b)			

D. SURVEYS/EXPENDITURE CONTROLS

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X	X	X	X	X	X	X		Is the Expenditure Record Log complete? (P485 Para 5002)			
2.	X	X	X	X	X	X	X	X	Is the Expenditure Record Log (RPT 163) maintained in Micro-Snap? (P485 Chap 5 Part C)			
3.	X	X	X	X	X	X	X	X	Are expenditure documents properly prepared? (P485 Chap 5)			
4.	X	X	X	X	X	X	X	X	Does the Expenditure Invoice File contain the original, or a copy when the original is required elsewhere, of all expenditure numbers used in the Expenditure Record Log? (P485 Para 5003)			
5.	X	X	X	X	X	X	X	X	Is the Expenditure Invoice File maintained in numerical sequence? (P485 Para 5003)			
6.	X	X	X	X	X	X	X	X	Unless specifically exempted, are survey procedures applied to all required categories of material? (Para 5006 and P485 Para 5126)			
7.	X	X	X	X	X	X	X	X	Are appropriate turn-in/disposal documents attached to DD form 200's? (P485 Para 5003)			
8.	X	X	X	X	X	X	X	X	Are materials declared excess properly identified, documented and transferred or turned in to a Naval supply activity vice being sent to DRMO (i.e., UL deletes)?			
9.	X	X	X	X	X	X	X	X	Is the DD Form 200 properly completed when circumstances warrant its use? (P485 Para 5131 and 4400.3 Para 5007)			
10.	X	X	X	X	X	X	X	X	Was a pay checkage and/or Article 13 Hearing done when an individual is held liable for the loss? (NAVCOMPT 043114-2, P485 Para 5132 and 4400.3 Para 5007)			
11.	X	X	X	X	X	X	X	X	Was an M-L-S-R submitted for stolen property valued over \$100, all controlled equipment, and all losses of Arms, Ammunition, and Explosives (AAE) not reported within 48 hours? (SECNAVINST 5500.4 SERIES enclosure (2), and P485 Para 5134)			
12.	X	X	X	X	X	X	X	X	Does M-L-S-R reporting include the peculiarities of NCF deployment organization and concomitant assignments of assets accountability? (Para 5008)			
13.	X	X	X	X	X	X	X	X	Are Reports of Discrepancy (RODs), Discrepancy in Shipment Report Systems (DISREP), and Quality Deficiency Reports (QDRs) submitted when required? (P485 Para 4270-4275)			

E. ORGANIZATION/INSTRUCTION/PUBS

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.									Are Supply Department instructions prepared covering the following required subjects:			
									a. Safety instructions from the Supply Officer for equipment:			
	X		X	X	X	X	X	X	1) Power equipment?			
	X								2) Laundry?			
	X			X	X	X			3) Galley?			
	X		X	X	X	X	X		4) Material Handling Equipment (MHE)?			
	X	X	X	X	X	X	X		b. Safety precautions for dangerous material?			
									c. Sanitation instructions for (posted?):			
			X	X	X	X			1) Galley			
			X						2) Laundry			
			X						3) Barbershop			
	X		X	X	X	X	X	X	d. Hours of operations for all outlets and service activities in Supply?			
	X	X	X	X	X	X	X	X	e. Disposal instructions for records? (P485 Para 1184, and SECNAVINST P-5212.5 series)			
	X	X	X	X	X	X	X	X	f. Supply Officer's authority to transfer material?			
	X	X	X	X	X	X	X	X	g. The necessary assignments and operational contingencies in the event of battalion embarkation?			
	X	X	X	X	X	X	X	X	h. Are Supply Department instructions and notices current?			
2.									Are the following publications and directives on hand and current?			
	X	X	X	X	X	X	X	X	a. NAVSUP VOL. II Supply Ashore?			
		X		X	X	X		X	b. NAVSUP VOL. IV Retail Clothing and Commissary Store?			
	X	X	X	X	X	X	X	X	c. NAVSUP VOL. V Transportation of Property?			
	X	X	X	X	X	X	X	X	d. NAVSUP VOL. V, Appendix A?			
	X	X	X	X	X	X	X	X	e. NAVCOMPT VOL. II, Chap 5 UIC Codes?			
	X	X	X	X	X	X	X	X	f. NAVCOMPT VOL. III Appropriation, Cost and Property Accounting?			
	X	X	X	X	X	X	X	X	g. DOD 4160.21M Defense Reutilization and Marketing Manual?			
	X	X	X	X	X	X		X	h. JFTR (VOLS. 1 and 2)?			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
	X	X	X	X	X	X	X	X	i. M-SNAP II Desk Top Guide?			
	X	X	X	X	X	X	X	X	j. NAVSUP PUB 600 Navy Logistics Library (NLL) on CD-ROM?			
	X	X	X	X	X	X	X	X	l. FEDLOG on CD-ROM?			
	X	X	X	X	X	X	X	X	m. Hazardous Material Information System (HMIS) on CD-ROM?			
4.									Are the following Command Instructions promulgated? (P-485, Para 1185)			
	X	X	X	X	X	X	X	X	a. Hazardous Waste Control and Hazardous Material?			
	X	X	X	X	X	X	X	X	b. Uniform Material Movement and Issue Priority System (UMMIPS)?			
5.									Are the following minimum requirements of COMSECONDNCBINST and COMTHIRDNCBINST (latest revision) on file in the Supply Office? (SECONDNCBNOTE 5215 and THIRDNCBNOTE 5215)			
	X	X	X	X	X	X	X	X	a. COMSECONDNCB/COMTHIRDNCB 4400.3 SERIES Seabee Supply Manual?			
	X	X	X	X	X	X	X	X	b. COMSECONDNCB/COMTHIRDNCB 5600.1 SERIES Initial Outfitting and Maintenance of CESE Technical Manuals; instructions for?			
	X	X	X	X	X	X	X	X	c. COMCBLANTINST 10370.1 SERIES Construction Programming, Planning, Material Support and Cost Control?			

FUNCTIONAL AREA 2**GENERAL SUPPLY/ACCOUNTING****A. BPAs/CONTRACTING**

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are open purchases limited to BPAs except for emergencies? (Para 3042.2)			
2.	X		X	X	X	X	X	X	Is there approval from TYCOM for each open purchase performed by the battalion without the use of BPA or local contracting activity? (Para 3042.2)			
3.									Were BPA transactions performed properly and files completely documented to show: (NAVSUPINST 4200.85C Encl. (2), Chapter 2 Para 4d)			
	X		X	X	X	X	X	X	a. Adequate lead times to effect in-depth technical screening?			
	X		X	X	X	X	X	X	b. Fully descriptive technical specifications?			
4.	X		X	X	X	X	X	X	Were BPA purchases screened against regular supply channels to see if there was a standard stock item that would satisfy the need? (NAVSUPINST 4200.85A Encl. (2), Chapter 2 Para 4)			
5.	X		X	X	X	X	X	X	Is there legitimate justification for using BPAs when there is a standard stock item that will satisfy the need? (NAVSUPINST 4200.85a Encl. (2), Chapter 2 Para 4b)			
6.	X		X	X	X	X	X	X	Are BPA calls placed by authorized personnel? (NAVSUPINST 4200.85a Encl. (2), Chapter 2 Para 1c)			
7.	X		X	X	X	X	X	X	Are dealers bills processed for payment in accordance with the Prompt Payment Act? (NAVSUPINST 4200.85C Encl. (2), Chapter 1 Para 14)			
8.	X		X	X	X	X	X	X	Are OPTAR funds used to procure unauthorized or inappropriate material?			
9.	X		X	X	X	X	X	X	Are procurements split to preclude competition? (NAVSUPINST 4200.85C Encl. (2), Para 4c(2) (d))			
10.	X		X	X	X	X	X	X	Are BPA files reviewed at least semiannually by the Supply Officer or a designated representative, and a BPA call review report used to substantiate this review? (NAVSUPINST 4200.85C Encl. (2), Chapter 2 Para 5)			
11.									Are controls established by the Supply Officer to ensure the following functions are not performed by the same person? (NAVSUPINST 4200.85C Encl. (2), Chapter 1 Para 4c(2) (e))			

	X		X	X	X	X	X	X	a. Initiate the request.			
	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
	X		X	X	X	X	X	X	b. Placing the call.			
	X		X	X	X	X	X	X	c. Receipt, inspection and acceptance of the supplies or services.			
12.	X		X	X	X	X	X	X	Are annual rental, maintenance and service contracts properly managed by personnel trained to be Contracting Officer Technical Representatives (COTRs)?			
13.	X		X	X	X	X	X	X	Are all non-BPA open purchase requests filed in separate folders and segregated by outstanding and completed?			
14.	X		X	X	X	X	X	X	Are required follow-ups being accomplished on non-BPA open purchases?			

B. REQUISITIONS/FOLLOW-UPS

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are Urgency of Need Designators (UND) assigned properly? (Para 3003)			
2.	X		X	X	X	X	X	X	Is the Supply Officer submitting a monthly report to the Commanding Officer? (COMSECONDNCB LITTLE CREEK VA 261404Z JUL 95)			
3.	X		X	X	X	X	X	X	Do the monthly UMMIPS statistics exceed the allowed percentage breakdown (no more than 55% Priority Designators (PD's) 01-08)? (P485 Para 3046 and OPNAVINST 4614.1)			
4.	X		X	X	X	X	X	X	Have procedures been established to ensure Material Outstanding File (MOF)(RPT 073) is reviewed weekly and follow-up or cancellation action initiated when necessary? (P485 Para 3532)			

C. NORS/ANORS MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are NORS/ANORS requisitions properly completed and are NORS requisitions only submitted for requirements causing organic equipment to be deadlined? (Para 3016)			
2.	X		X	X	X	X	X	X	Are NORS requisitions canceled when CESE is removed from deadlined status and, if still required, resubmitted as a routine or ANORS?			
3.	X		X	X	X	X	X	X	Is positive control maintained over every NORS/ANORS requisition until the regulated material is received? (Para 3018)			

D. EQUIPAGE RECORDS

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Were required annual and turnover inventories conducted? (Para 6068)			
2.	X		X	X	X	X	X	X	Are camp Controlled Equipage/Minor Property records maintained separately from TOA Controlled Equipage records? (Para 6051)			
3.	X		X	X	X	X	X	X	Are custody cards/listings maintained in a safe or secure location? (P485 Para 6092)			
4.	X		X	X	X	X	X	X	Were shortages and unserviceable items discovered during turnover/annual inventory surveyed? (P485 Para 6093)			
5.	X		X	X	X	X	X	X	Do custody listings reflect outstanding requisition numbers for equipage on order? (P485 Para 6093)			
6.	X		X	X	X	X	X	X	Are equipage deficiencies and excesses properly reported to COMSECONDNCB/COMTHIRDNCB as appropriate? (Para 6070)			

E. MOV PROGRAM (ICP & INTERNAL)

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are external MOV responses submitted correctly and in a timely manner? (P485 Para 3745)			
2.	X		X	X	X	X	X	X	Are monthly internal MOV's generated via Micro-Snap? (P485 Para 3590, 3745 and appendix 25)			
3.	X		X	X	X	X	X	X	Is a complete MOF generated by workcenter generated at least quarterly for validation of requisition status?			
4.	X		X	X	X	X	X	X	Are external MOV status (AN1) processed into Micro-SNAP?			

F. TRAVEL

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the Battalion Travel OPTAR structured in accordance with current directives? (COMSECONDNCBINST 7300.1 series, Encl. (5) and COMCBPACINST 7300.3 series, Encl. (15))			
2.	X		X	X	X	X	X	X	Is a Tango log maintained for Travel OPTARs? (COMSECONDNCBINST 7300.1 series, Encl. (5), COMCBPACINST 7300.3 series, Encl. (15), and NAVSO P-3013-2, Para 4503.2)			
3.	X		X	X	X	X	X	X	Is accrued per diem and any associated transportation costs for CCG-04 deployment per diem/travel obligated within ten days after the main body deploys? (COMSECONDNCBINST 7300.1 series Encl. (5))			
4.	X		X	X	X	X	X	X	Are obligations for per diem and transportation, if applicable posted to the OPTAR by individual travel order number (standard document number) under the appropriate JON? (COMSECONDNCBINST 7300.1 , Encl. (5) and COMCBPACINST 7300.3 Encl. (15))			
5.	X		X	X	X	X	X	X	Are liquidated travel claims or accrued per diem vouchers documentation maintained on file? (COMSECONDNCBINST 7300.1 series, Encl. (5), and COMCBPACINST 7300.3 series, Encl. (15))			
6.	X		X	X	X	X	X	X	Are travel claims submitted by the traveler within five calendar days of completion of travel? (NAVCOMPTINST 4650.8 AND COMSECONDNCBINST 7300.1, Encl. (5))			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
7.	X		X	X	X	X	X	X	Are obligations for per diem and transportation adjusted based on receipt of liquidated travel claims or at deployment completion when final accrued per diem vouchers are processed by Disbursing? (COMSECONDNCBINST 7300.1, Encl. (5))			

G. SEAS

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the SEAS Transmittal listing (053/054) produced monthly and submitted to CESO? (P485, Appendix 25)			

H. FINANCIAL MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are Job Order Numbers (JONs) and fund codes in Micro-SNAP validated against the annual JON/fund code list provided by OPLOC Oakland?			
2.	X		X	X	X	X	X	X	Are the following publications required for financial management on hand and current?			
	X		X	X	X	X	X	X	a. NAVSO P3013-1 and 2 (Financial Management of Resources)			
	X		X	X	X	X	X	X	b. NAVCOMPT Manual Volume II (Accounting Classifications)			
	X		X	X	X	X	X	X	c. COMSECONDNCBINST 7300.1 series and COMCBPACINST 7300.3 series			
3.	X		X	X	X	X	X	X	Are Transmittals (report 025 and 026) generated and submitted to OPLOC Oakland on the 15th and last day of the month via SALTS? (NAVSO P-3013-2 Para 4506)			
4.	X		X	X	X	X	X	X	Are BORs for prior fiscal years submitted monthly for the first six months; and thereafter for the next 18 months when changes occurred following the end of the fiscal year? (COMSECONDNCBINST 7300.1/NAVSO P-3013 Para 4507-4)			

COMSECONDNCB/COMTHIRDNCBINST 4400.3

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
5.	X		X	X	X	X	X	X	Are the cumulative differences as reported on the BOR in agreement with the net FYTD totals of the difference column of the SFOEDLs? (NAVSO P-3013-2 Para 4107)			
6.	X		X	X	X	X	X	X	Are the BORs in balance for all fiscal years?			
7.	X		X	X	X	X	X	X	Are BORs (Report 021/049) submitted not later than the first working day of the month following the report month? (NAVSO P-3013-2 Para 4107-3)			
8.	X		X	X	X	X	X	X	Are all differences shown on the SFOEDLs posted to Micro-SNAP? (NAVSO P-3013-2 Para 4108-6)			
9.	X		X	X	X	X	X	X	Are proper rejection codes used to process the SFOEDL? (NAVSO P-3013-2 Para 4508-6e)			
10.	X		X	X	X	X	X	X	Are the SFOEDL logs, Cumulative TL log, Budget recap log and BOR worksheets properly maintained? (Appendix R)			
11.	X		X	X	X	X	X	X	Are advance price adjustments taken when appropriate? (NAVSO P-3013-2 and COMSECONDNCB/COMTHIRDNCBINST 7300.1)			
12.	X		X	X	X	X	X	X	Was the statement "Processed and Posted" recorded adjacent to the difference totals on the SFOEDL and signed by the processing SK? (NAVSO P-3013-2 Para 4508-6)			
13.	X		X	X	X	X	X	X	Are the SFOEDLs processed, posted, review and validated within 10 working days of receipt? (NAVSO P-3013-2 Para 4508-6e)			
14.	X		X	X	X	X	X	X	Are all copies of the SFOEDLs with annotations filed for future reference? (NAVSO P-3013-2 Para 4508-7)			
15.	X		X	X	X	X	X	X	Are SFOEDLs reviewed and signed by the Supply Officer? (NAVSO P-3013-2)			
16.	X		X	X	X	X	X	X	Is the expense/investment criteria observed prior to submitting obligations? (Para 3060 and 3061)			
17.	X		X	X	X	X	X	X	Are OPTAR grants, advances and augments properly posted?			
18.	X		X	X	X	X	X	X	Are estimated prices realistic for non-standard materials?			
19.	X		X	X	X	X	X	X	Are requests for continuing services properly submitted? (NAVSO P-3013-2 Para 4104.6)			
20.	X		X	X	X	X	X	X	Do all procurement documents for reprographic equipment indicate a Navy Publication and Printing number prior to acquisition? (OPNAVINST 5600.20)			
21.	X		X	X	X	X	X	X	Were unit prices for NSN requisitions verified against FEDLOG prior to submitting? (NAVSO P-3013-2 Para 4502)			

I. DETAIL SUPPORT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X				X	X	Are DET requisitions handled in a timely fashion? (Appendix M)			
2.	X		X				X	X	Are DET messages answered within the prescribed time frames for Urgency of Need (UND)? (Appendix M)			
3.	X		X				X	X	Are DET messages and Main Body messages prepared correctly? (Appendix M)			
4.	X		X				X	X	Are battalion-assigned requisition number, for "J" coded items, and shipping status, for locally issued items, provided to the DETs? (Appendix M)			
5.	X		X				X	X	Are 1250-1s and 1250-2s being filed out for all DET requisitions? (Appendix M)			

FUNCTIONAL AREA 3**STORES-CENTRAL STOREROOM (CSR)****A. INVENTORY VALIDITY**

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	The inventory validity rate of the sample inventory taken was:			
									Consumables: Card to Bin Bin to Card Average Goal 95%			
2.	X		X	X	X	X	X	X	The inventory validity rate of the sample inventory taken was:			
									Electronics: Card to Bin Bin to Card Average Goal 95%			
3.	X		X	X	X	X	X	X	The inventory validity rate of the sample inventory taken was:			
									Comm Gear: Card to Bin Bin to Card Average Goal 95%			
4.	X		X				X	X	The inventory validity rate of the sample inventory taken was:			
									Camp Maint: Card to Bin Bin to Card Average Goal 95%			

B. INVENTORY MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the annual physical inventory schedule annotated with total items inventoried and/or the inventory accuracy rate? (P485 Para 6064)			
2.	X		X	X	X	X	X	X	Are weekly spot inventories conducted and reports made to the Supply Officer? (Appendix A-3)			
3.	X		X	X	X	X	X	X	Are prescribed Selected Item Management (SIM) inventory control principles used? (P485 Para 6168 and 4400.3 Para 6251)			

C. SHELF LIFE MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are procedures in effect for proper use of shelf life items? (P485 Para 6062.5(4), 6211 and Appendix 9 (j) (k) and 4400.3 Para 4062)			
2.	X		X	X	X	X	X	X	Are Stock Record Cards (SRCs) annotated with shelf life and shelf life action codes? (Para 4062)			
3.	X		X	X	X	X	X	X	Are expiration dates for shelf life material listed in the location block of Stock Record Cards (SRCs)?			

D. HAZARDOUS MATERIAL MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are hazardous materials identified and properly labeled? (P485 Para 4640-4646)			
2.	X		X	X	X	X	X	X	Is hazardous material properly annotated with hazardous material local management codes in Micro-SNAP?			
3.	X		X	X	X	X	X	X	Are non-hazardous materials stored in the hazardous materials storage spaces? (NAVSUPINST 5100.27)			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
4.	X		X	X	X	X	X	X	Are oxygen and acetylene bottles properly stored and segregated? (NAVSUPINST 5100.27)			
5.	X		X	X	X	X	X	X	Are radio-active materials handled and stored properly? (P485 Para 4645)			
6.	X		X	X	X	X	X	X	Is excess hazmat properly labeled and turned-in? (NAVSUPINST 5100.27)			
7.	X		X	X	X	X	X	X	Are MSDS sheets available for all hazmat stored in supply spaces? (NAVSUPINST 5100.27)			
8.	X		X	X	X	X	X	X	Are hazardous materials stored in approved containers? (NAVSUPINST 5100.27)			
9.	X		X	X	X	X	X	X	Are hazardous materials segregated by hazards (i.e.. corrosives, oxidizers, alcohol's)? (NAVSUPINST 5100.27)			

E. SHIPPING AND RECEIVING

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are receipt document properly processed for both DTO and stock material? (P485 Para 4100-4125 and 6250-6253)			
2.	X		X	X	X	X	X	X	Are shipping documents prepared properly and are expenditure numbers generated via Micro-SNAP? (Appendix A-3)			
3.	X		X	X	X	X	X	X	Are materials for shipment to other Supply Officers or DETs, turn-ins to DRMO, MTIS and shipments of personnel effects properly packed, and are documents properly prepared and filed? (P485 Chapter 5, and 4400.3 Appendix A-3)			

F. STOREROOM MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the space clean and neatly stowed?			
2.	X		X	X	X	X	X	X	Is material stowed with attached stock number or part number for ready identification? (P485 Para 4581)			
3.	X		X	X	X	X	X	X	Are repair parts maintained in a mount-out posture? (Para 4061)			

G. STOCK RECORD CARD (SRC) MAINTENANCE

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Have SRCs been annotated with special management information (i.e., "shelf live", "hazardous")? (P485 Para 6186)			
2.	X		X	X	X	X	X	X	are all items maintained at the allowance quantity (on hand/on order)? (P485 Para 6230-6233)			

H. AIR DETACHMENT PACK UP

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X				X		The inventory validity rate of the sample inventory taken was:			
									Card to Bin Bin to Card Average Goal 95%			
2.	X		X				X		Does the Air DET Custodian have Navsup 1114 cards for the material in the AIR DET?			
3.	X		X				X		Is the Air DET in an immediate embark position?			
4.	X		X				X		Are Air DET boxes properly marked with group/assembly numbers?			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
5.	X		X				X		Is there evidence of unauthorized entry into tent camp materials?			
6.	X		X				X		Have breakouts of tent camp materials been properly requested and are materials properly preserved prior to restowing in designated locations?			

FUNCTIONAL AREA 4**STORES-CENTRAL TOOL ROOM (CTR)****A. INVENTORY VALIDITY**

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	The inventory validity rate of the sample inventory taken was:			
									Shelf Tools: Card to Bin Bin to Card Average Goal 95%			
2.	X		X	X	X	X	X	X	The inventory validity rate of the sample inventory taken was:			
									Tool kits: Goal 95%			

B. TOOL KIT/SHELF TOOL MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are proper procedures followed for issue and return of shelf tools and tool kits? (Appendix A-2 Para 4b)			
2.	X		X	X	X	X	X	X	Are NAVSUP 1250-1's used to document all loans of shelf tools and tool kits? (Appendix A-2 Para 4a)			
3.	X		X	X	X	X	X	X	Are issue and return procedures properly performed? (Appendix A-2 Para 4b)			
4.	X		X	X	X	X	X	X	Are NAVSUP 1250-1s annotated correctly when tools are reported "broken" or "lost"? (Appendix A-2 Para 4b)			
5.	X		X	X	X	X	X	X	Are surveys for lost/broken tools accomplished when required? (Appendix A-2 Para 4b)			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
6.									Has the Supply Officer Promulgated an inventory scheduled for CTR kits and shelf tools? (Appendix A-2 Para 5a and 5b)			
	X		X	X	X	X	X	X	a. Tool kit biweekly.			
	X		X	X	X	X	X	X	b. Inventory of kits in CTR custody.			
	X		X	X	X	X	X	X	c. Inventory of CTR shelf tools.			
	X		X	X	X	X	X	X	d. Weekly spot inventories of CTR shelf life items.			
7.	X		X	X	X	X	X	X	Are prescribed procedures followed for inventory of issued and CTR "in house" kits? (Appendix A-2 Para 5b)			
8.	X		X	X	X	X	X	X	Are tool kit shortages documented on NAVSUP 1250-1's and properly processed? (Appendix A-2 Para 5c)			
9.	X		X	X	X	X	X	X	Are master and duplicate inventory lists (FASCO Report 04440/B3561R01 assembly 80XXX Series) properly managed and used for each organic and augment kit on board? (Appendix A-2 Para 4a)			
	X		X	X	X	X	X	X	Is the Crew Leader held responsible for tools and tool kits used by his crew? (Appendix A-2 Para 7)			
	X		X	X	X	X	X	X	a. Assignment of tools within his crew?			
	X		X	X	X	X	X	X	b. Proper use and care of assigned tools by his crew?			
	X		X	X	X	X	X	X	c. Preservation of tools held in his custody but not by his crew?			
	X		X	X	X	X	X	X	d. Security of aligned tools?			
11.	X		X	X	X	X	X	X	Are tool kit replacement boxes manufactured for each type of tool kit in accordance with Chapter 11 of CBPAC/CBLANTINST 3120.1? (Appendix A-2 Para 8)			
12.	X		X	X	X	X	X	X	Is a special group Material Take Off (MTO) list for CTR items from the TA-01 retained in CTR and the Alpha sequence made available to users? (Appendix A-2 Para 3a)			
13.									Are central tool control procedures followed for all non-organic augment/project tools meeting the following criteria: (Appendix A-2 Para 9a)			
	X		X	X	X	X	X	X	A. All TOA assemblies as defined by the TOA?			
	X		X	X	X	X	X	X	B. Other tools with unit cost of \$300 or more?			
	X		X	X	X	X	X	X	C. Tools requiring special considerations?			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
14.	X		X	X	X	X	X	X	Is the inventory control listing for augment/project tools kept current by the resident battalion by reporting changes to the respective regiment for data base update? (Appendix A-2 Para 9b)			
15.	X		X	X	X	X	X	X	Are all complete TOA assemblies for augment/project tools properly identified/recorded, and is the assembly/serial number stenciled on the outside of the assembly or box? (Appendix A-2 Para 9b)			
16.	X		X	X	X	X	X	X	Are initial issues, replacements, transfer of on-site assets, and rental of augment/project tools properly managed and accounted? (Appendix A-2 Para 9c)			
17.	X		X	X	X	X	X	X	Are receipts of augment/project tools acknowledged by returning signed receipt documents to the responsible regiment or by message? (Appendix A-2 Para 2d)			
18.	X		X	X	X	X	X	X	Is maintenance/repair of augment/project tools the same as for those in the organic allowance? (Appendix A-2 Para 2e)			
19.	X		X	X	X	X	X	X	Are proper actions taken in disposition of augment/project tools no longer required for use in active projects? (Appendix A-2 Para 2g)			

C. TOOL MAINTENANCE/SAFETY

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are appropriate safety precautions and equipment operating instructions posted in conspicuous places where they may be readily seen by personnel involved? (P485 Para 1185)			
2.	X		X	X	X	X	X	X	Has the Supply Officer promulgated a monthly PM scheduled for power tools checked out? Does this schedule identify the colored tape to the month the PM was performed? (Appendix A-2 Para 6a)			
3.	X		X	X	X	X	X	X	Are proper procedures followed for power tools turned into the PM shop for preventive maintenance? (Appendix A-2 Para 6b)			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
4.	X		X	X	X	X	X	X	Are preventative maintenance cards (31ST NCR 10290/2) established for each power tool? (Appendix A-2 Para 6c)			
5.	X		X	X	X	X	X	X	Are repairs of power tools documented on Equipment Repair Orders (ERO's) Worksheet, NAVFAC 11200/41B, and made a part of the permanent tool history file? (Appendix A-2 Para 6d)			
6.	X		X	X	X	X	X	X	Are on-hand balances or allowances of shop repair parts based on demand, and is a copy of the NAVSUP 1250-1 maintained for repair parts ordered? (Appendix A-2 Para 6e)			
7.	X		X	X	X	X	X	X	Is repair of power tools done in a timely manner?			
8.	X		X	X	X	X	X	X	Has survey action been initiated for all power tools in the PM Shop which are beyond economical repair? (Chapter 5)			

D. INVENTORY MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the annual physical inventory schedule annotated with total items inventoried and/or the inventory accuracy rate? (P485 Para 6064)			
2.	X		X	X	X	X	X	X	Are weekly spot inventories conducted and reports made to the Supply Officer? (Appendix A-2)			
3.	X		X	X	X	X	X	X	Is a signature authorization card on file for each individual authorized to draw tools? (P485 Para 6206-4 and 4400.3 Appendix A-2 Para 4a (5))			
4.	X		X	X	X	X	X	X	Are individual tools maintained in RFI condition? (Appendix A-2 Para 4b (2))			
5.	X		X	X	X	X	X	X	Are "Not Carried" requests researched to ensure an alternative tool in stock cannot be used to satisfy the requirement?			

E. 1250-1 PROCESSING

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are NAVSUP 1250-1's used as the originating document for all requisitions and tool requests? (P485 Para 6206)			
2.	X		X	X	X	X	X	X	Are NAVSUP 1250-1's properly filled out? (Para 6231)			

F. FILES AND RECORDS

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the PATF maintained properly? (P485 Para 6188 and 6218)			
2.	X		X	X	X	X	X	X	Are NAVSUP 1250-1's filed for all shelf tools checked out and is it in the proper order?			
3.	X		X	X	X	X	X	X	Are NAVSUP 1250-1 filed for all tool kits checked out and are they filed in the proper order?			

G. STOREROOM MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the space clean and neatly stowed?			
2.	X		X	X	X	X	X	X	Are materials stowed with attached stock number or part number for ready identification (P485, Para 4581)			
3.	X		X	X	X	X	X	X	Are TOA materials maintained in a mount-out posture? (Para 4061)			
4.	X		X	X	X	X	X	X	Are flammable materials stored in approved locations only? (P485, Para 4644)			
5.	X		X	X	X	X	X	X	Does security appear adequate?			
6.	X		X	X	X	X	X	X	Are storage locations clearly identified and does the established location for each stock item match the location noted on the SRC?			

H. SRC MAINTENANCE

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.									Are SRCs prepared and maintained for each of the following, and are they divided by SIM/NON-SIM: (Appendix A2, Para 4a)			
	X		X	X	X	X	X	X	a. Individual hand and power tools?			
	X		X	X	X	X	X	X	b. Augment and project tools?			
	X		X	X	X	X	X	X	c. Maintenance tools and shop equipment?			
	X		X	X	X	X	X	X	d. Construction oriented consumables?			
2.	X		X	X	X	X	X	X	Are SRCs for augment tools maintained in a separate file from organic tools?			
3.	X		X	X	X	X	X	X	Are quantities of an item on loan posted to the reverse of the SRC vice posted as an issue? (Appendix A-2, Para 4a(1))			
4.	X		X	X	X	X	X	X	Are GBIs and LBIs properly posted to SRCs? (P485, Para 6069.2 and 6069.3)			
5.	X		X	X	X	X	X	X	Are all outstanding requisitions, issues, and receipts posted to SRCs? Has outstanding requisition data posted to the SRC been lined through upon posting of the receipt document? (P485, Para 6209, 6211, and 6250)			
6.	X		X	X	X	X	X	X	Is all pertinent data transferred from old SRCs when preparing new SRCs? (P485 Para 6186)			
7.	X		X	X	X	X	X	X	Are all items maintained at the allowance quantity (either on hand or on order)? (P485, Para 6230-6233)			
8.	X		X	X	X	X	X	X	Are aged outstanding requisition numbers noted on SRCs valid?			

FUNCTIONAL AREA 5

STORES-AUTOMOTIVE REPAIR PARTS

C. INVENTORY VALIDITY

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	The inventory validity rate of the sample inventory taken was:			
									MOD 98 Organic: Card to Bin			
									Bin to Card			
									Average			
									Goal 95%			
2.	X		X	X	X	X	X	X	The inventory validity rate of the sample inventory taken was:			
									MOD 98 Augment: Card to Bin			
									Bin to Card			
									Average			
									Goal 95%			
3.	X		X	X	X	X	X	X	The inventory validity rate of the sample inventory taken was:			
									MOD 97: Card to Bin			
									Bin to Card			
									Average			
									Goal 95%			
4.	X		X	X	X	X	X	X	The inventory validity rate of the sample inventory taken was:			
									MOD 96: Card to Bin			
									Bin to Card			
									Average			
									Goal 95%			

B. INVENTORY MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the annual physical inventory schedule annotated with total items inventoried and/or the inventory accuracy rate? (P485, Para 6064)			
2.	X		X	X	X	X	X	X	Are weekly spot inventories conducted and reports made to the Supply Officer? (Appendix A1, Para 4d)			
3.	X		X	X	X	X	X	X	Are requests for excessive quantities of repair parts challenged by storeroom personnel prior to issue or requisitioning? (P485, Para 6211.4)			
4.	X		X	X	X	X	X	X	Are "Not Carried" requests verified to ensure the equipment for which the part was requested is supported by the COSAL? (P485, Para 6196.1D)			
5.	X		X	X	X	X	X	X	Are outstanding requisitions for NIS/DTO material filled when material for stock is received prior to the NIS/DTO material receipt? (P485, Para 6211-5a and 6250.3b)			
6.	X		X	X	X	X	X	X	If established, are pre-expended bins (shop stores) managed properly? (P485, Para 6169.3)			
7.	X		X	X	X	X	X	X	Do all pre-expended items qualify for this program? (P485, Para 6169)			
8.	X		X	X	X	X	X	X	Are remaining balances of Non-SIM items inventoried after each use? (P485, Para 6207.4)			
9.	X		X	X	X	X	X	X	Are proper procedures followed for turn in of certain CESE equipment components identified in the respective component overhaul program? (Appendix A1, Para 7)			

C. 1250 PROCESSING

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are NAVSUP 1250-1s used as the originating document for all requisitions, turn-ins, and issues? (P485, Para 6206)			
2.	X		X	X	X	X	X	X	Are NCF standards for requisition response times met (UND A = one day, UND B = two days, UND C = five days) for material not on board?			

D. STOREROOM MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the space clean and neatly stowed?			
2.	X		X	X	X	X	X	X	Are repair parts stowed with attached stock number or part number for ready identification? (P485, Para 4581)			
3.	X		X	X	X	X	X	X	Are repair parts maintained in a mount-out posture? (Para 4061)			
4.	X		X	X	X	X	X	X	Are flammable materials stored in approved locations only? (P485, Para 4644)			
5.	X		X	X	X	X	X	X	Are repair parts stowed separately as MOD 98 organic, MOD 98 augment, MOD 97, and MOD 96? (Appendix A1, Para 4f)			
6.	X		X	X	X	X	X	X	Are MOD 96 repair parts prepacked, one with the Air Det package and one sealed in the Automotive Repair Parts outlet? (Appendix A1, Para 4f)			
7.	X		X	X	X	X	X	X	Does security appear adequate?			
8.	X		X	X	X	X	X	X	Are storage locations clearly identified and does the location for each stock item match the location noted on the SRC?			

E. TECHNICAL MANUALS

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are technical manuals (overhaul, maintenance, parts, ect.) available for all equipment, maintained by the Tech Librarian, and issued on a custody basis?			
2.	X		X	X	X	X	X	X	Does the Tech Librarian maintain a check-in/check-out record for manuals issued on a custody basis?			
3.	X		X	X	X	X	X	X	Has the Tech Librarian taken appropriate action to request missing technical manuals and/or publications?			
4.	X		X	X	X	X	X	X	Are deleted and excess technical manuals returned to L3 stock at CBC Port Hueneme when new unit loads are processed and action taken to cancel outstanding requisitions for deleted technical manuals?			

F. SHELF LIFE PROGRAM

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are procedures in effect for proper use of shelf life items? (P485, Para 6062.5(4), 6207.3, and 6211, and Appendix A9)			
2.	X		X	X	X	X	X	X	Are Stock Record Cards (SRCs) annotated with shelf life codes and shelf life action codes? (Para 4063)			
3.	X		X	X	X	X	X	X	Are shelf life inventories conducted as required? (P485)			
4.	X		X	X	X	X	X	X	Are shelf life expiration dates annotated on Stock Record Cards?			

G. COSAL MAINTENANCE

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are monthly maintenance bulletins on file in the repair parts storeroom? (NCF Equipment Manual)			
2.	X		X	X	X	X	X	X	Are applicable pen-and-ink changes reflected in the maintenance bulletins processed? (SPCCINST 4441.170, Chapter 2)			
3.	X		X	X	X	X	X	X	Are sufficient copies of the latest Unit Load (UL) equipment COSALs on hand?			
4.	X		X	X	X	X	X	X	Has the Equipment Listing (USN/ECC) of the UL been verified with actual on-Hand equipment and action taken to correct any deficiencies?			
5.	X		X	X	X	X	X	X	Has the COSAL been fully implemented and do all allowance quantities on the Stock Record Cards match the allowance quantities in the new COSAL?			
6.	X		X	X	X	X	X	X	Are excess or deleted repair parts identified through COSAL changes properly returned to the Supply system unless otherwise directed? (Appendix A1, Para 6)			

H. SRC MAINTENANCE

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Have SRCs been annotated with special management information (i.e., "shelf life," "hazardous or cross-reference information? (P485 Para 6186)			
2.	X		X	X	X	X	X	X	Are all items maintained at The allowance quantity (either on hand or on order)? (P485 Para 6230-6233)			

FUNCTIONAL AREA 6**STORES-CUU/782 GEAR/ECWCS/CBR GEAR****A. INVENTORY VALIDITY**

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	The inventory validity rate of the sample inventory taken was:			
									CUU: Card to Bin			
									Bin to Card			
									Average			
									Goal 95%			
2.	X		X	X	X	X	X	X	The inventory validity rate of the sample inventory taken was:			
									782 GEAR: Card to Bin			
									Bin to Card			
									Average			
									Goal 95%			
3.	X		X	X	X	X	X	X	The inventory validity rate of the sample inventory taken was:			
									CBR GEAR: Card to Bin			
									Bin to Card			
									Average			
									Goal 95%			
4.	X		X				X	X	The inventory validity rate of the sample inventory taken was:			
									ECWCS: Card to Bin			
									Bin to Card			
									Average			
									Goal 95%			

B. INVENTORY MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	1. Is the annual physical inventory schedule annotated with total items inventoried and/or the inventory accuracy rate? (P485, Para 6064)			
2.	X		X	X	X	X	X	X	Is the custodian of special clothing/infantry equipment appointed in writing? (Appendix A4, Para 2)			
3.	X		X	X	X	X	X	X	Are remaining balances of Non-SIM items inventoried after each issue? (P485, Para 6207.4)			

C. 1250 PROCESSING

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are NAVSUP 1250-1s used as the originating document for all requisitions and issues? (P485, Para 6206)			
2.	X		X	X	X	X	X	X	Are NCF standards for requisition response times met (UND A = one day, UND B = two days, UND C = five days) for material not on board?			

D. ISSUE CONTROL/CHECK-OUT PROCEDURES

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are initial, additional, and replacement issues of utility uniforms accomplished in accordance with Appendix A4?			
2.	X		X	X	X	X	X		Is a monthly summary record of the total monthly issues of CUU items maintained locally for the permanent record of the camp? (Appendix A4)			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
3.	X		X				X	X	Are proper procedures followed for initial, exercise and replacement issues of wet/cold weather clothing? (Appendix A4)			
4.	X		X	X	X	X	X	X	Are proper procedures followed for initial and replacement issues of individual infantry equipment? (Appendix A4)			
5.	X		X	X	X	X	X	X	Is the individual custody for initial and additional issues of utility uniform articles established through the use of the Utility Uniform Custody Record (COMCBPAC/LANT Form 4400/3)? (Appendix A4)			
6.	X		X	X	X	X	X	X	Is the original of the issue form maintained in the Supply Officers CUU issue file and the pink copy retained by the Storeroom Custodian for all initial and additional issues of utility uniform items to command personnel? (Appendix A4)			
7.	X		X	X	X	X	X	X	Are proper procedures followed regarding utility uniform items for personnel separating from service or transferring to commands requiring/not requiring wear of these items? (Appendix A4)			
8.									Are the following items managed using applicable custody records? (Appendix A4)			
	X		X	X	X	X	X	X	a. Wet weather clothing			
	X		X	X	X	X	X	X	b. Individual infantry equipment			
	X		X				X	X	c. Extended Cold Weather Clothing System (ECWCS)			

E. STOREROOM MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the space clean and neatly stowed?			
2.	X		X	X	X	X	X	X	Are stock location and/or items stocked clearly identified with the applicable stock or part number? (P485, Para 4581)			
3.	X		X	X	X	X	X	X	Are materials maintained in a mount-out posture?			
4.	X		X	X	X	X	X	X	Are Flammable materials stored in approved locations only? (P485, Para 4644)			
5.	X		X	X	X	X	X	X	Does security appear adequate?			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
6.	X		X	X	X	X	X	X	Are storage locations clearly identified and does the established location for each stock item match the location noted on the SRC?			

F. SRC MAINTENANCE

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Have SRCs been annotated with special management information (i.e., "shelf life," "hazardous or cross-reference information? (P485 Para 6186)			
2.	X		X	X	X	X	X	X	Are all items maintained at The allowance quantity (either on hand or on order)? (P485 Para 6230-6233)			
3.	X		X	X	X	X	X	X	Is the custodian ensuring initial issues of wet/cold weather clothing and 782 gear are not posted to SRCs as issues and stock levels are not replenished for items issued on a temporary custody basis only? (Appendix A4)			

G. SURVEYS/EXPENDITURE CONTROLS

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are surveys properly numbered? (P485, Para 5001)			
2.	X		X	X	X	X	X	X	Are appropriate turn-in or disposal documents attached to the survey?			
3.	X		X	X	X	X	X	X	Is a PAA and/or Article 13 hearing conducted when an individual is held liable for the loss? If PAA is involved, is a copy of the Military Pay-Adjustment Authorization (DD-139) attached to the approved survey? (Appendix A4 and NAVCOMPT 043114-2)			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
4.	X		X	X	X	X	X	X	For replacement items (except bedding), is the individual submitting a NAVSUP 1250-1, approved by cognizant authority, along with the worn articles or an approved copy of the survey request? (Appendix A4)			
5.	X		X	X	X	X	X	X	Are items in the custody of individuals that are lost, stolen, destroyed, or damaged by other than normal wear surveyed by the individual? Does approved survey clearly indicate whether culpability or non-culpability is involved? (Appendix A4)			
6.	X		X	X	X	X	X	X	Are surveys of special clothing, CUU items, and individual infantry equipment conducted as required and at least monthly? (Appendix A4)			
7.	X		X	X	X	X	X	X	Are NAVSUP 1250-1s submitted for replacement issues batched weekly and used to prepare the survey? (Appendix A4)			
8.	X		X	X	X	X	X	X	Upon final approval of surveys, are the NAVSUP 1250-1s used to prepare the survey re-filed in the Proof of Issue file?			
9.	X		X	X	X	X	X	X	Are copies of all approved surveys, with expenditure numbers assigned, retained in the Special Clothing Custodian's Survey file? (Appendix A4)			
10.	X		X	X	X	X	X	X	Are Officers in Charge of Details/Detachments submitting replacement utility uniform requirements to the main body utilizing NAVSUP 1250-1s for each individual, and does an approved survey document accompany each group of NAVSUP 1250-1s?			
11.	X		X	X	X	X	X	X	Are clothing items not suitable for reissue, but usable on jobs particularly destructive to clothing, correctly marked and reused? (Appendix A-4, Para 5c (4) (c))			

FUNCTIONAL AREA 7

STORES (CAMP MAINTENANCE)

A. INVENTORY VALIDITY

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	SPECIAL INTEREST: The inventory validity rate based on one percent of the inventory is: GOAL 95%			

B. INVENTORY MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	SPECIAL INTEREST: Is the annual physical inventory schedule annotated with total items inventoried and/or the inventory accuracy rate? (P-485, para 6064)			
2.	X		X	X	X	X	X	X	Is the letter on file designating personnel who are authorized to draw material? Does the letter include names and signatures of individuals authorized to approve NAVSUP 1250-1s? (P-485, para 6204-4)			
3.	X		X	X	X	X	X	X	Are supply levels consistent with the allowance list or recorded demand? (P-485, para 6009)			
4.	X		X	X	X	X	X	X	Are remaining balances of non-SIM items inventoried after each use? (P-485, para 6207.4)			

C. 1250 PROCESSING

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are NAVSUP 1250-1s used as the originating document for all requisitions, turn-ins, and issues? (P-485, Para 6206)			
2.	X		X	X	X	X	X	X	Are NCF standards for requisition response times met (UND A = one day, UND B = two days, UND C = five days) for material not on board?			

D. STOREROOM MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the space clean and neatly stowed?			
2.	X		X	X	X	X	X	X	Are repair parts stowed with attached stock number or part number for ready identification? (P-485, Para 4581)			
3.	X		X	X	X	X	X	X	Does security appear adequate?			
4.	X		X	X	X	X	X	X	Are flammable materials stored in approved locations only? (P-485, Para 4544)			
5.	X		X	X	X	X	X	X	SPECIAL INTEREST: Does security appear adequate?			
6.	X		X	X	X	X	X	X	Are established locations clearly identified and does the established location for each item match the location noted on the SRC?			

E. EXCESS MATERIAL MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the MLO excess material list screened for value in camp projects?			
2.	X		X	X	X	X	X	X	Are excess materials from camp projects returned to MLO excess?			
3.	X		X	X	X	X	X	X	Are materials experiencing no demands removed from stock and turned in to DRMO?			

D. SRC MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Have SRCs been annotated with special management information (i.e., "shelf life" or "hazardous") or cross-referenced to the NSN of a superseded, superseding, or substitute item? (P-485, Para 6186)			
2.	X		X	X	X	X	X	X	Are all items maintained at the allowance quantity (either on hand or on order)? (P-485, Para 6230-6233)			

FUNCTIONAL AREA 8

STORES (MLO)

B. INVENTORY VALIDITY (MLO)

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	<u>SPECIAL INTEREST:</u> The inventory validity rate based on one percent of the inventory is: GOAL 95%			

C. INVENTORY VALIDITY (EXCESS/MCD)

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	<u>SPECIAL INTEREST:</u> The inventory validity rate based on one percent of the inventory is GOAL 95%			

D. INVENTORY MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are individuals authorized to sign documents or draw material designated in writing? (Appendix A-6, Para 4d)			
2.	X		X	X	X	X	X	X	Is a NAVSUP 1250-1 used for issue or turn-in of all materials? (Appendix A-6, Para 4d)			
3.	X		X	X	X	X	X	X	Is the active project material file maintained in Material Take-Off/Bill of Material (MTO/BM) line item sequence by project? Does it contain the SRCs or line entry on PMSR for each item in the MTO? (Appendix A-6, Para 3a)			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
4.	X		X	X	X	X	X	X	Is the completed project material file maintained in BM line item sequence by project? Does it contain only SRCs with zero balances or completed line entry on PMSR? Are all receipts and issues stapled behind the SRCs? (Appendix A-6, Para 3c)			
5.	X		X	X	X	X	X	X	Are excess project materials inventoried and consolidated at completion of the project? (Appendix A-6, Para 4f)			
6.	X		X	X	X	X	X	X	Are SRCs prepared by the battalion upon receipt of the BM vice receipt of material? (Appendix A-6f, Para 3a)			
7.	X		X	X	X	X	X	X	Are borrow issue requests approved by the Operations Officer, issued/replaced documents posted to the SRCs, and a tickler file maintained for each line item on borrow? (Appendix A-6, Para 3d)			
8.	X		X	X	X	X	X	X	Is aggregate control accountability (procurement, receipt, issue, and stowage) managed properly? (Appendix A-6, Para 4e)			
9.	X		X	X	X	X	X	X	Does there appear to be any specific problems in receipt, issue, and inventory control? (Appendix A-6)			
10.	X		X	X	X	X	X	X	Are project material receipts inspected for quality, quantity, and condition? (Appendix A-6, Para 4a)			
11.	X		X	X	X	X	X	X	Are Reports of Discrepancy (RODs) and Quality Deficiency Reports (QDRs) prepared and submitted as warranted? (P-485, Para 4270-4275)			

E. FINANCIAL MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the monthly reimbursable project OPTAR Status Report (OSR) submitted on the first working day of the following month? (NAVSO P-3013, Para 4200-5)			
2.	X		X	X	X	X	X	X	Are reimbursable OSRs for prior fiscal years prepared and submitted as required? (NAVSO P-3013, Para 3106)			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
3.	X		X	X	X	X	X	X	Do reimbursable OPTARs (RCCs) show a negative balance due to over-obligations? (NAVSO P-3013, Para 2100)			
4.	X		X	X	X	X	X	X	Are separate OPTAR logs maintained for each reimbursable cost code? (NAVSO P-3013, Para 4200)			
5.	X		X	X	X	X	X	X	Are requisition/OPTAR logs maintained properly? (NAVSO P-3013, Para 4104-4105)			
6.	X		X	X	X	X	X	X	Are monthly transaction listings (AUOL/SFOEDL) reviewed and processed properly? (NAVSO P-3013, Para 4108)			
7.	X		X	X	X	X	X	X	Are requests for reimbursable OPTAR funds properly submitted?			

F. WAREHOUSE/STORAGE MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the space clean and neatly stowed?			
2.	X		X	X	X	X	X	X	Are designated fire stations equipped with a fire extinguisher that is inspected and weighed monthly?			
3.	X		X	X	X	X	X	X	Is material in storage <u>individually</u> tagged with project number and line item number for ready identification? (Appendix A-6)			
4.	X		X	X	X	X	X	X	Are deteriorative items stowed under covered storage? (Appendix A-6, Para 4c)			
5.	X		X	X	X	X	X	X	Are storage methods effective to protect material? (Appendix A-6, Para 4c)			
6.	X		X	X	X	X	X	X	Are "multi-packs" broken down into individual items upon receipt? (Appendix A-6, Para 4c)			
7.	X		X	X	X	X	X	X	Special Interest: Is security of spaces adequate? (Para 4055)			
8.	X		X	X	X	X	X	X	Are storage locations clearly identified and does the established location for each stock item match the location noted on the SRC? (Appendix A-6)			

G. PMSR/BM MAINTENANCE

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are original and add-on BMs for each project maintained together? (Appendix A-6, Para 3, and CBLANTINST 10370.1)			
2.	X		X	X	X	X	X	X	Is every line item on each BM represented by a NAVSUP 1114 or a computer line item? (Appendix A-6, Para 3a)			
3.	X		X	X	X	X	X	X	Are receipts annotated on the BM as well as the NAVSUP 1114? (Appendix A-6, Para 3) For LANT sites, is the receipt information also posted on the PMSR?			
4.	X		X	X	X	X	X	X	Are NAVSUP 1114s separated by outstanding, received, and completed status? (Appendix A-6, Para 3)			
5.	X		X	X	X	X	X	X	Are project material status reports properly maintained? (Appendix A-6, Para 4b)			
6.									Are the following checks accomplished for CONUS-supplied material?			
	X		X	X	X	X	X	X	a. Select a CONUS BM.			
	X		X	X	X	X	X	X	b. Match BM to PMSR/PCR and SRC.			
	X		X	X	X	X	X	X	(1) If item is circled on BM, the SRC will show a balance and receipt will be annotated on the PMSR/PCR.			
	X		X	X	X	X	X	X	(2) If item is not circled on BM, the SRC will not show a receipt and the PMSR/PCR will show procurement/shipping status, but not receipts.			
	X		X	X	X	X	X	X	c. The percentage will be determined by the number of BM items checked versus errors noted on the PMSR/PCR or SRC.			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
7.									Are the following BM/OPTAR/SRC checks accomplished for locally procured material?			
	X		X	X	X	X	X	X	a. Select a local BM.			
	X		X	X	X	X	X	X	b. Match BM to local OPTAR and SRC.			
	X		X	X	X	X	X	X	(1) If item is circled on the BM, the SRC will show a balance and receipt will be annotated on the OPTAR.			
	X		X	X	X	X	X	X	(2) If item is not circled on the BM, the SRC will not show a receipt. If the BM shows an outstanding document number, the OPTAR will show the requisition number but not receipt.			
	X		X	X	X	X	X	X	c. Percentages will be determined by number of BM items checked versus errors noted on OPTARs or SRCs.			

H. EXCESS MCD MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is an updated list of all excess material in MLO furnished to the cognizant NCR quarterly? (Appendix A-6, Para 4f (2))			
2.	X		X	X	X	X	X	X	Is the list of excess materials submitted to BRAVO Company weekly? (Appendix A-6, Para 4f (1))			
3.	X		X	X	X	X	X	X	Is action taken to dispose of excess material after it has been held for six months? (Appendix A-6, Para 4f (3))			
4.	X		X	X	X	X	X	X	Is a separate stock record battery maintained for excess materials? (Appendix A-6, Para 4f (1))			
5.	X		X	X	X	X	X	X	Is a NAVSUP 1250-1, approved by the Operations Officer or his designated agent, used to document issues of excess materials? (Appendix A-6)			

I. EAC REPORT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X				X	X	Are EAC Reports submitted Bimonthly? (CBLANTINST 10370.1)			
2.	X		X				X	X	Are EAC Reports complete and accurate? (CBLANTINST 10370.1)			

J. HAZARDOUS MATERIAL MANAGEMENT

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Are appropriate instructions or plastic laminated placards prescribing sanitary regulations and safety precautions posted in conspicuous places where they may be readily seen by personnel involved? (P-485, Para 1185)			
2.	X		X	X	X	X	X	X	Are hazardous materials identified and properly labeled? (P-485, Para 4640-4646)			
3.	X		X	X	X	X	X	X	Are non-hazardous materials stored in the hazardous materials storage spaces? (NAVSUPINST 5100.27)			
4.	X		X	X	X	X	X	X	Are personnel aware of the proper reactions to hazardous spills? (NAVSUPINST 5100.27)			
5.	X		X	X	X	X	X	X	Is chlorine gas stored near any oxidizer?			

K. SRC MAINTENANCE/PMSR MAINTENANCE

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.	X		X	X	X	X	X	X	Is the project material file properly maintained? (Appendix A-6, Para 3a)			
2.	X		X	X	X	X	X	X	Do SRCs or MLO SAMMS data records contain all required information? (Appendix A-6, Para 3a (2))			

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
3.	X		X	X	X	X	X	X	Are project material receipts, inventory adjustments, issues, borrows, and outstanding requisitions posted to SRCs or to the MLO SAMMS data records? (NAVSUP P-485f and Appendix A-6)			
4.	X		X	X	X	X	X	X	Are aggregate stock record control files properly maintained? (Appendix A-6)			
5.	X		X	X	X	X	X	X	Are "borrows" properly documented in material files? (Appendix A-6, Para 3d)			
6.	X		X	X	X	X	X	X	Are issues posted to the NAVSUP 1114 or to the MLO SAMMS data records supported by completed or skeletonized DD 1348-1s? (Appendix A-6, Para 3c)			

FUNCTIONAL AREA 9

FOOD SERVICE

***FOOD SERVICE LMA/MAV WILL BE CONDUCTED IN ACCORDANCE
WITH NAVSUP P-486 APPENDIX I***

FUNCTIONAL AREA 10**DISBURSING****A. GENERAL ADMINISTRATION**

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.			X						Commanding Officer's appointment of Cash Verification Board members? (NAVCOMPT 05030201 and OPNAVINST 3120.32, Article 304.13)			
2.			X						Was the surprise cash verification of the Disbursing Officer's cash account conducted each quarter? (NAVCOMPT Appendix A)			
3.			X						If an on-site audit of the Disbursing functions has been made by DFAS, was a letter generated indicating the action taken to resolve major discrepancies? (SECNAVINST 7430.1 series)			
4.			X						Have corrective actions been taken on all recommendations of prior on-site Disbursing audits?			
5.			X						Is an up-to-date Record of Personnel Advancement Requirements maintained in the Disbursing Office for each E4-E8 Disbursing Clerk? (BUPERSINST 1418.10)			
6.			X						Is a long range schedule in effect for training? (OPNAVINST 3120.32)			
7.			X						Is a record of training (group or individual) maintained for each DK? (OPNAVINST 3120.32, Chapter 8 and P-485, Para 1186)			

C. HOUSEKEEPING/CLEANLINESS

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
8.			X						Is the space clean and neatly stowed?			
9.			X						Are designated fire stations equipped with a fire extinguisher that is inspected and weighed monthly?			

FUNCTIONAL AREA 11**SERVICES****LAUNDRY****(WHEN OPERATIONAL)****A. GENERAL**

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.									Were the following logs maintained? (P-487, Para 1100 and 1103)			
			X						a. Bulk Work Log			
			X						b. Press Deck Log			
			X						c. Laundry Equipment Log			
2.			X						Are standard NSN laundry supplies used? (P-487, Para 1103)			
3.			X						Is a summary of all processed work maintained and forwarded to the Supply Officer for review and filing weekly? (P-487, Para 1103)			
4.			X						Is there a sign indicating when laundry items will be ready for pick-up? (P-487, Appendix D)			
5.			X						Are safety/operating instructions posted for laundry equipment?			
6.			X						Are laundry chemicals stored in a clean, dry location and in non-corroded containers?			

FUNCTIONAL AREA 11**SERVICES****BARBER SHOP****A. GENERAL**

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.			X						Is sanitation adequate? (P-487, Para 1104 and SH Handbook)			
2.			X						Is a Formalin solution containing at least 3.7% formaldehyde used to sterilize metallic instruments? (NAVMED P-5010)			
3.			X						Are individual sanitary neck strips used for each patron? (P-487, Para 1105)			
4.			X						Is there sufficient barber equipment to allow a ready exchange with sterilized equipment for use on the next customer (minimum of three blades and six combs of each size)? (SH Handbook)			
5.			X						Are any shaving mugs, shaving brushes, and neck dusters (which are prohibited) in the barber shop? (P-487, Para 1105)			
6.			X						Does barber have on a clean uniform with a pressed jacket? (P-487, Para 1105)			
7.			X						Are haircut grooming standard pictures prominently posted? (P-487, Appendix D)			
8.			X						Is a "NO TIPPING" sign posted? (P-487, Appendix D)			
9.			X						Is reading material available for patrons awaiting haircuts? (P-487, Appendix D)			
10.			X						Are hours of operation posted? (P-487, Para 2001 and Appendix D)			

FUNCTIONAL AREA 11**SERVICES****POSTAL****A. GENERAL**

	NCR	RNCR	NMCB	RNMCB	NCFSU	CBMU	CBU	UCT		N/A	Yes	No
1.			X	X	X	X			Monthly/Quarterly postal audits completed at unscheduled and unannounced times? (Volume I, Chapter 12, para 1202.3 and 5112.6a, para 1101.1.a)			
2.			X						Monthly audits conducted by two or more members of the Command Moneys Audit Board? (Volume I, Chapter 12, Para 1202.5 and 5112.6A, Para 1101.1.a)			
3.			X						Fixed credit overages and shortages not within tolerance limits handled in accordance with DOD 4525.6M, Volume I, Chapter 12, Para 1209.9 and PFO Handbook)			
4.			X						Monthly/Quarterly postal audits completed properly on PS Form 2259, "Report of Audit of Postal Accounts"? (Volume I, Chapter 12, Figures 12-1 thru 12-3)			
5.									Quarterly audits list in the remarks section the following information: (PFO Handbook and 5112.6A, Para 1102.1)			
			X	X	X	X			a. Date of last Postal Assist Visit?			
			X	X	X	X			b. Date of last Command Inspection?			
			X	X	X	X			c. Name(s)/Rate(s) of Military Postal Clerks?			
			X	X	X	X			d. Name/Rank/Rate of Postal Officer and date of designation?			
			X	X	X	X			e. Monthly audits and results conducted during quarter?			
			X	X	X	X			f. Stamp requisitions submitted during quarter to other sources other than PFO San Diego?			
			X	X	X	X			g. Date safe combination changed?			
6.			X	X	X	X			Auditing officers recording audit results on PS Form 3368 "Stamped Credit Examination Record"? (Volume I, Chapter 12, Para 1202.8)			

APPENDIX B

CAMP TURNOVER

1. Scope. NAVSUP P-485 contains guidance for relief of Supply Officers. However, in the NCF, this relief of Supply Officers normally consists of relieving one battalion's entire Supply Department at a particular deployment site with that of another. This complete changeover of supply functions from one battalion to another, and the potential detrimental effect that could result, requires expansion of the basic guidance. The supply functions of a battalion directly impact all aspects of the battalion's readiness and ability to perform its assigned missions. Consequently, turnover of this function from battalion to battalion requires coordinated effort to ensure all existing conditions adversely affecting the incoming battalion's ability to provide routine supply support are identified and documented thoroughly. To standardize turnover procedures and to ensure all critical areas are reviewed, the procedures contained in Attachments I through VI to this Appendix shall be followed in conducting supply turnovers. Relief of Supply Officers at times other than Camp turnover will remain as specified in NAVSUP P-485, and as amplified by this instruction.

2. Responsibilities. The incoming battalion Supply Officer will be responsible for implementing turnover procedures and ensuring their completion. However, the outgoing Supply Officer retains responsibility for all Supply Department spaces and functions until actual turnover of these areas has been completed. In this regard, the outgoing Supply Officer is responsible for ensuring the turnover is conducted in an orderly, professional manner, and management procedures in effect at the start of turnover remain intact until turnover has been completed.

3. Action. Turnover of the camp supply functions will be accomplished as specified herein. Outgoing and incoming Supply Departments shall work in concert to correct turnover deficiencies to ensure there is no lapse in future supply readiness or support of construction. Completion of reviews and the status of each functional area will be jointly documented by the personnel responsible for that function. This documentation will be used for preparing the Supply Officers' Turnover Report and is to be maintained in the camp turnover file until completion of the next turnover.

ATTACHMENT I

GENERAL SUPPLY TURNOVER PROCEDURES

1. Pre-Turnover Procedures

a. Brigades. Brigades will issue a Turnover Message approximately 30-45 days prior to turnover addressing pertinent turnover items.

b. Incoming Battalion. Approximately three to four months prior to turnover, the incoming battalion's Supply Officer will conduct a pre-deployment visit as specified in CBPAC/ CBLANTINST 5200.2 series. This visit is the first evolution in the turnover process and will be used to obtain pertinent information for turnover and advance party requirements planning.

c. Outgoing Battalion. At least 30 days, but not earlier than 60 days, prior to turnover, the outgoing battalion shall implement the following minimum supply management actions and ensure completion prior to start of turnover.

- (1) Verify that OPTARs and outstanding/completed requisition files are in agreement.
- (2) Verify all outstanding DTO requisitions with the requesting work center. Submit cancellation requests for outstanding requisitions as required.
- (3) Verify all outstanding requisitions have valid status and submit follow-ups or cancellations as required.
- (4) Conduct a complete SIM review to include the following:
 - (a) Conduct a 100% inventory and reconcile all differences.
 - (b) Replenish SIM items to high limit when the on-hand/on-order quantity is equal to or less than the low limit.
 - (c) Verify validity of all outstanding requisitions.
- (5) Conduct a complete Non-SIM review all Supply storeroom to include the following:
 - (a) Verify TOA/COSAL allowances posted to stock records.

- (b) Identify all items with on-hand/on-order quantities below allowance. Submit requisitions to bring all items up to allowance.
 - (c) Verify validity of all outstanding requisitions.
- (6) Conduct a complete review of camp controlled equipment to ensure correct allowance quantities are on hand/on order and outstanding requisitions are posted and valid.
 - (7) Ensure all allowance items not maintained under Supply Department custody are reviewed for on-hand/on-order status and all deficiencies are corrected prior to start of turnover. Special TOA aids (group MTOs and assembly contents lists) are provided for this purpose. If funds are not available, segregate existing shortages into Air DET/Air Echelon (group/assembly) with total unfunded money value of each group. Shortages will be processed and reported in accordance with paragraph 3 of this attachment.
 - (8) Ensure survey action is initiated for items requiring survey. Conduct required investigation and ensure surveys are completed prior to the start of turnover.
 - (9) Ensure discrepancies from the last Logistics Management Assessment (LMA) are corrected or will be corrected prior to the start of turnover. Discrepancies not corrected prior to turnover are to be included in the Supply Officers' Turnover Report.
 - (10) Segregate camp records, files, and publications from those of the battalion.
 - (11) Ensure all Supply Department equipment (particularly galley equipment) is operating satisfactorily and/or positive repair/replacement action has been initiated.

2. Supply Administrative Functional Area. Supply administrative functions will be turned over as follows:

a. Outstanding and Pending Business. The outgoing Supply Officer will inform the incoming Supply Officer of the following:

- (1) Number and status of outstanding Issue Priority Group One (IPG-1) requisitions and other outstanding requisitions which, in the opinion of the outgoing battalion Supply Officer, warrant special attention.
- (2) Number and status of outstanding purchase orders.

- (3) Status of unpaid dealers' invoices.
- (3) Status of survey requests/PAA's awaiting action by the Commanding Officer.
- (5) Unanswered correspondence.
- (6) Financial status (over/under issue) of the galley.
- (7) Status of camp Operating Targets (OPTARs).
- (8) Status of reimbursable project OPTARs.
- (9) Status of funds provided for specific requirements (i.e., community relations funds, etc.).
- (10) Status of all unsatisfactory conditions within the Supply Department (i.e., inoperative equipment; material, facility, or physical security deficiencies, etc.).
- (11) Status of uncorrected discrepancies noted in the last LMA report.
- (11) Status of significant evolutions started during deployment, but not completed (i.e., complete inventory of Air DET pack up, relocation of tent camp pack up, etc.).

b. Significant Supply Evolutions Completed. The outgoing battalion Supply Officer will inform the incoming Supply Officer of all significant camp/TOA related supply evolutions completed during deployment. All records, files, and documentation associated with these evolutions will be turned over to the incoming Supply Officer as camp files.

c. Supply Department Spaces and Equipment. A joint inspection of all spaces and equipment under the jurisdiction of the Supply Department will be conducted to ascertain the material condition and cleanliness of each space, the condition of all equipment and machinery, and to ensure that no unauthorized personal gear is stored in the space. Additionally, during an inspection, any space that contains material carried on the Supply Officer's records (both Supply Department and any other departmental spaces), attention will be paid to the arrangement, physical condition, and marking of the material stored therein, and to the material locator system in use.

d. Files, Records, Publications, and Other Documents. The Supply Department files and records will be reviewed jointly. The incoming battalion Supply Officer will ascertain if files and records are established and maintained in accordance with

applicable supply procedural manuals and instructions. Particular attention should be directed toward the following:

- (1) Camp Turnover File.
- (2) Records, files, and publications pertaining to the camp (must be segregated from the outgoing battalion files).
- (3) Verify the location of the camp TOA system documents and ensure the publication date of on-hand copies coincides with the TOA materials on hand.
- (4) Camp equipment maintenance records and files. Verify camp maintenance COSAL.
- (5) Supply Department effectiveness reports.
- (6) Support agreements for main body and DET sites.
- (7) Micro-SNAP Listings Management.

3. Shortages. Thirty days prior to turnover, outgoing Supply Officers will communicate with the appropriate Brigade (N4) regarding all shortages and corrective action to be taken. All TOA equipment/material shortages noted during the turnover will be investigated and verified by the outgoing battalion prior to final concurrence that shortages exist. Actual shortages will be placed on order by either the outgoing or incoming battalion as agreed between the two Supply Officers with the following exceptions:

- a. TOA shortages for which sufficient OPTAR funds are not available.
- b. Funded TOA shortages would adversely impact availability of OPTAR funds for the accounting period.
- c. TOA shortages exceeding \$500 per line item purposely not reordered for whatever reason. These exceptions will be documented in the Supply Officers' Turnover Report identified to the specific TOA group/assembly with comments concerning the circumstances creating the shortages, the proposed corrective action, and the reasons for not reordering.

4. Reports. To ensure supply turnovers are adequately documented, reporting requirements are as follows:

- a. Turnover Completion Reports. Upon completion of the turnover in each area, a joint turnover completion report detailing the conditions noted will be prepared by the cognizant supervisors and submitted to the incoming Supply Officer with a copy to the

outgoing Supply Officer. NAVSUP 1250-1s for shortages discovered during the turnover will be included as an enclosure to each report. Submission of these reports should be scheduled to allow sufficient time for complete investigation and verification of shortages and conditions noted prior to preparation of the Supply Officers' Turnover Report.

b. BEEP Effectiveness and Cost Report. During turnover, certain information data is required for input to the Battalion Equipment Evaluation Program (BEEP) report as well as for supply turnover requirements. To ensure this information is available for both purposes, sections 1a and 1b of the BEEP Effectiveness and Cost Report (Figure B-1) will be completed and submitted daily until completion of the BEEP. A summary report with all sections completed will be prepared at the conclusion of the BEEP.

c. Supply Officers' Turnover Report. Upon completion of turnover, the Supply Officers will submit a joint relieving report to the Commanding Officer of both battalions. Figure B-2 provides the format for this report. A status of corrections for any deficiencies, as noted in most recent LMA, is specifically required. Due to the potential financial impact of conditions noted during turnover, a copy of the Supply Officers' Turnover Report is to be forwarded to COMSECONDNCB (N4) or COMTHIRDNCB (N4) as appropriate.

Date: _____

MEMORANDUM

From: Repair Parts Storeroom Supervisor

To: S4 (NMCB____)/S4 (NMCB____)

Via: S4 Leading Storekeeper(s)

Subj: BEEP EFFECTIVENESS AND COST REPORT

1. Repair Parts

a. The Daily and Cumulative Repair Parts Effectiveness and Cost are submitted as follows:

DATE_____ DAY_____

MOD 98 ORGANIC

	SIM	\$VALUE	NON-SIM	\$VALUE	\$ TOTAL VALUE
ISSUES					
NOT IN STOCK (NIS)					
NOT CARRIED (NC)					
TOTAL DEMAND					
NET EFFECTIVENESS		%		%	
GROSS EFFECTIVENESS		%		%	

MOD 98 AUGMENT

	SIM	\$VALUE	NON-SIM	\$VALUE	\$ TOTAL VALUE
ISSUES					
NOT IN STOCK (NIS)					
NOT CARRIED (NC)					
TOTAL DEMAND					
NET EFFECTIVENESS		%		%	
GROSS EFFECTIVENESS		%		%	

FIGURE B-1 (1 of 4)

MOD 96

	SIM	\$VALUE	NON-SIM	\$VALUE	\$ TOTAL VALUE
ISSUES					
NOT IN STOCK (NIS)					
NOT CARRIED (NC)					
TOTAL DEMAND					
NET EFFECTIVENESS		%		%	
GROSS EFFECTIVENESS		%		%	

MOD 97

	SIM	\$VALUE	NON-SIM	\$VALUE	\$ TOTAL VALUE
ISSUES					
NOT IN STOCK (NIS)					
NOT CARRIED (NC)					
TOTAL DEMAND					
NET EFFECTIVENESS		%		%	
GROSS EFFECTIVENESS		%		%	

OVERALL CUMULATIVE GROSS AND NET EFFECTIVENESS IS AS FOLLOWS:

	SIM	\$VALUE	NON-SIM	\$VALUE	\$ TOTAL VALUE
ISSUES					
NOT IN STOCK (NIS)					
NOT CARRIED (NC)					
TOTAL DEMAND					
NET EFFECTIVENESS		%		%	
GROSS EFFECTIVENESS		%		%	

NET EFFECTIVENESS equals $\frac{\text{TOTAL ISSUES}}{\text{TOTAL DEMAND LESS NC}}$ equals ____%

GROSS EFFECTIVENESS equals $\frac{\text{TOTAL ISSUES}}{\text{TOTAL DEMANDS}}$ equals ____%

FIGURE B-1 (2 of 4)

b. Status of BEEP Completion:

(1) Total Equipment for BEEP	-Organic	_____
	-Augment	_____
(2) Total equipment BEEP'd to Date	-Organic	_____
	-Augment	_____
(3) Total Repair Parts Cost to Date	\$	_____
(4) Cost Per Unit of CESE:	(3)	\$_____)
	(2))

2. Collateral Equipment Status

a. Percent inventoried to date (est.) _____%

b. Number of line items short _____

c. Dollar value shortage to date \$_____

3. "MR" Trailer Tool Status

a. Percent inventoried to date (est.) _____%

b. Number of line items short _____

c. Dollar value shortage to date \$_____

NOTE: Do not include tool kits (i.e., Kit 13, 14, etc.). Tool kit inventories and shortages are to be coordinated through CTR.

FIGURE B-1 (3 of 4)

4. Tech Manual Inventory

Type	Total Line Items	Line Items Inventory	Errors:		Percent Validity
			LBI	GBI	
MOD 98(Organic)					
MOD 98(Augment)					
MOD 97					
MOD 96					

Very respectfully,

Copy to:
 ALFA Company Commander(s)
 2NDNCB/3RDNCB_____ BEEP Representative(s)

FIGURE B-1 (4 of 4)

(DATE)

From: Supply Officer, U.S. Naval Mobile Construction
Battalion _____

Supply Officer, U.S. Naval Mobile Construction
Battalion _____

To: Commanding Officer, U.S. Naval Mobile Construction
Battalion _____
Commanding Officer, U.S. Naval Mobile Construction
Battalion _____

Subj: REPORT OF SUPPLY TURNOVER OF CAMP _____

Ref: (a) COMSECONDNCB/COMTHIRDNCBINST 4400.3
(b) (additional references as required)

Encl.: (1) Inventory Validity Summary
(2) MLO Turnover Report
(3) Shortages Summary
(4) Controlled Equipage Inventory
(5) Copies of Camp PSE/Collateral Equipment Inventories

1. In accordance with reference (a), a joint inspection of the Supply Department was conducted during the period _____. Significant conditions noted during the joint inspection are as follows:

a. Inventory Management

- (1) Enclosure (1) summarizes the results of inventories conducted during the turnover. Project material inventories are documented in enclosure (2). Provide comment(s) concerning anticipated future action on inventory areas with a validity of less than 95%.
- (2) Enclosure (2) shall contain summaries of MLO inventories on projects and financial status of all projects.
- (3) Enclosure (3) lists TOA and non-TOA shortages discovered during turnover. The financial impact of these shortages is discussed in paragraph 1c. Provide comment(s) concerning impact on readiness and anticipated corrective action.

FIGURE B-2 (1 of 3)

- (4) Enclosure (4) contains the results of the turnover controlled equipment inventory, and comment(s) concerning the status of controlled equipment and the total dollar value of controlled equipment items surveyed during turnover.
 - (5) Enclosure (5) will be coordinated with Camp Czar assistance.
 - (6) Provide comment(s) concerning significant conditions noted during the turnover requiring future action.
- b. Requisitioning/Procurement. Provide comment(s) concerning significant conditions noted during the turnover and proposed corrective action.
 - c. Financial. Provide comment(s) concerning significant conditions noted during the turnover that affect or may affect availability of funds.
 - d. Facilities/Stowage Conditions. Provide comment(s) concerning significant conditions noted during the turnover and proposed corrective action.
 - e. Previous LMA. Provide comment(s) concerning status of corrective actions to correct deficiencies noted in most recent LMA/LMA conducted in camp. Provide comment(s) concerning the status of corrective action regarding other inspections, audits, etc.)
3. Provide comment(s) concerning the Food Service operation. Include the value of the subsistence inventory and the financial status (i.e., over/under issue) at time of turnover. Identify all Food Service equipment deficiencies (i.e., missing, inoperative, etc.) and proposed corrective action. Provide comment as to quantity and quality of B-Rations on hand/on order. Are B-Rations controlled in accordance with BRIGADE directives (COMSECONDNCB/COMTHIRDNCBINST 4400.3, Appendix L)? Is the B-Rations Menu current and does it reflect appropriate substitutions? Provide comment(s) concerning status of on-hand/on-order MREs.
4. Provide comment(s) concerning the status of Disbursing and personnel support functions (i.e., laundry, barbershop, and post office).
5. The overall condition of the Supply Department was found to be (satisfactory/unsatisfactory).

6. There is no disagreement between these officers as to the conditions noted above.
As of the close of business this date, _____, SC, USN(R), NMCB
_____ has relieved _____, SC, USN(R), NMCB
_____ as Supply Officer of Seabee Camp _____.

LCDR, SC, USN(R)
NMCB ____

LCDR, SC, USN(R)
NMCB ____

FIGURE B-2 (3 of 3)

TURNOVER

NMCBs ____ / NMCB ____

INVENTORY VALIDITY1. Repair Parts Storeroom

*TYPE: 100%=Complete Inventory RST=Random Sampling Type

AREA	*TYPE	# L/Is	VALIDITY
MOD 98 (Organic)			
SIM	100%		%
Non-SIM	RST		%
MOD 98 (Augment)			
SIM	100%		%
Non-SIM	RST		%
MOD 97			
SIM	100%		%
Non-SIM	RST		%
MOD 96			
Non-SIM	RST		%
Tires	100%		%
Blades	100%		%
POL	100%		%
Batteries	100%		%

Encl (1)

2. Central Tool Room (CTR)

AREA	*TYPE	# L/Is	VALIDITY
Shelf Stock			
SIM	100%		%
Non-SIM	RST		%
Electric / Power Tools			
Organic	100%		%
Augment	100%		%
Tool Kits			
Organic	100%		%
Augment*	100%		%

*Note: For Augment Kits, all signed out kits and all kits signed out within the last 7 months will be inventoried 100%

3. Central Storeroom (CSR)

AREA	*TYPE	# L/Is	VALIDITY
SIM	100%		%
Non-SIM	RST		%
Weapons Repair Parts/Consumables	RST		%
Electronic Repair Parts/Consumables	RST		%

Encl (1)

4. CUU Issue/782 Gear

AREA	*TYPE	# L/Is	VALIDITY
CUU SIM (Except socks and T-Shirts)	100%		%
Wet Weather Clothing	100%		%
Infantry (782) Equipment	100%		%
CBR Gear	100%		%
Protective Clothing	100%		%

5. Camp Maintenance Storeroom

AREA	*TYPE	# L/Is	VALIDITY
SIM	100%		%
Non-SIM	RST		%

Encl (1)

TURNOVERSHORTAGES SUMMARYTOA

AREA	DESCRIPTION	SHORTAGES
Air DET Pack Up		\$
CUU Issue/782 Gear		
	CUUs/Wet Weather Clothing	\$
	Individual Infantry Equipment (782)	\$
	CBR Warfare Clothing and Equipment	\$
	Protective Clothing	\$
CUU Issue/782 Gear Total:		\$
Central Tool Room (CTR)		
	Tools Shelf (TOA)	\$
	Tool Kits (TOA)	\$
Central Tool Room (CTR) Total:		\$
Repair Parts Storeroom (6101)		
	MOD 98 Augment Repair Parts	\$
	MOD 98 Organic Repair Parts	\$
	MOD 97 Repair Parts	\$
	MOD 96 Repair Parts	\$
	POL	\$
	Blades	\$
	Tires	\$
		\$
Repair Parts Storeroom (6101) Total:		\$
Armory/Communications		
	Weapons	\$
	Weapons/Infantry Collateral	\$
	Communications Equipment	\$
Armory/Communications Total:		\$

Encl (3)

Central Storeroom (CSR)		
	Weapons Repair Parts	\$
	Electronics/Communication Repair Parts	\$
Central Storeroom (CSR) Total:		\$
Medical		\$
Dental		\$
Operating Space Items		\$
Subsistence (TOA)		\$
Subsistence		\$
MR Trailer Tools Equipment		\$
Dental Trailer Equipment		\$
TOA GRAND TOTAL:		\$

NET TOA SHORTAGES

Total TOA Shortage	\$
Identified Unfunded Shortages	\$

Encl (3)

SHORTAGES SUMMARY

NON-TOA

AREA	DESCRIPTION	SHORTAGES
Central Tool Room (CTR)		
	Augment Tool Kits - Tool Shortage	\$
	Augment Tools	\$
	Electrical / Power Tool Repair Parts	\$
	Equipment Shelters	\$
Central Tool Room (CTR) Total:		\$
Central Tool Room (CTR)		
	Tools Shelf (TOA)	\$
	Tool Kits (TOA	\$
Central Tool Room (CTR) Total:		\$
Camp Collateral		
	Equipage	\$
	Equipment	\$
	PSE	\$
	Bedding	\$
Camp Collateral Total:		\$
Detail Sites		
	Tools/Tool Kits	\$
	Equipment/Equipage	\$
	Dunnage/Shoring	\$
	CESE Collateral Equipment	\$
Detail Sites Total:		\$
TOTAL NON-TOA TOTAL:		\$
BEEP		\$
Container Equipage Surveys		\$

Note: Shortages identified in these areas are directly related to the maintenance of accountability and require investigation. Provide detailed breakdown of shortages and specific comments regarding circumstances that resulted in shortage. Additionally, specific comments are required for shortages identified in other listed areas when the shortage in that specific area exceeds \$1K.

Encl. (3)

ATTACHMENT II**STORES FUNCTIONAL AREA TURNOVER PROCEDURES**

1. Inventory. The Supply Department will act as the focal point for ensuring all inventories are conducted and results are correctly reported. The incoming and outgoing battalions will jointly develop and schedule a coordinated inventory plan and schedule. Personnel from both battalions are to be assigned to each inventory area.

a. Requirements. The inventory requirements specified herein are considered the minimum to be accomplished and reported. Inventories of other TOA material may be conducted at the discretion of the incoming Supply Officer, if they can be accomplished within the normal turnover period. Enclosure (1) of the Supply Officers' Turnover Report will contain a detailed breakdown of all Supply Department inventories (less project material) and will include area inventoried, number of items inventoried, validity, and type of inventory conducted (i.e., complete (100%) or Random Sample (RST)). Project material inventories will be documented in enclosure (2) to the Supply Officers' Turnover Report. Validity results of inventories conducted by other companies/departments need not be computed or reported in the Supply Officers' Turnover Report.

b. Procedures. Inventories conducted during the turnover period will be of three types: complete (100%) inventory, random sampling type (RST) inventory, and special inventory.

(1) Complete (100%) Inventory. Items to be completely inventoried will consist primarily of camp controlled equipment, reimbursable project material, shelf life material, and specific equipment/material of either a sensitive or accountable nature. The following areas contain this type of equipment or material and, therefore, require a complete (100%) inventory (see Note (1) for Inventory Aids):

(a) Air Echelon. The following groups will be completely inventoried:

GROUP	DESCRIPTION	RESPONSIBILITY	INV AID
002 31 AE	Weapons Equipage (Custody Controlled)	S7	A, B
002 32 AE	Infantry Equipage (Custody Controlled)	S7	A, B
002 41 AE	Weapons Operating Space Items (Armory)	S7	E
002 51 AE	Weapons Material (Armory)	S7	E

GROUP	DESCRIPTION	RESPONSIBILITY	INV AIDS
002 62 AE	Infantry Equipment Storeroom	S4	C, E
003 31 AE	Radiac/CBR Equipment (Custody Controlled)	S4	A, B
004 11 AE	CTR Tool Kits	S4	D
004 31 AE	Admin Equipment (Custody Controlled)	S4	A, B
004 41 AE	Admin OSI Assemblies	Various	B
005 11 AE	CTR Tool Kits	S4	D
005 12 AE	CTR Tool Kits	S4	D
005 41 AE	ALFA Company Shop Equipment	A CO/S4	B, C
005 61 AE	ALFA Company Tool Room (Operating Space Items)	A CO/S4	B, E
006 11 AE	CTR Tool Kits	S4	D
009 61 AE	Special Clothing	S4	B, C
010 31 AE	Medical Equipment and Controlled Items	MEDICAL	A, B
010 32 AE	Dental Equipment and Controlled Items	MEDICAL	A, B
010 51 AE	Medical Operating Space Items (OSI)	MEDICAL	E
010 52 AE	Dental (OSI)	MEDICAL	E
010 61 AE	Medical Storeroom	MEDICAL	E
010 62 AE	Dental Storeroom	MEDICAL	E
011 31 AE	Comm/Electronics Equipment (Custody Controlled)	S7	A, B
011 41 AE	Communications/Electronics OSI	S7	B, E
011 61 AE	Communications/Electronics Storeroom	S4	E
012 01 AE	Publications	Various	None
023 61 AE	POL Storeroom	S4	C, E
024 61 AE	Subsistence Storeroom	S4A	E

- (b) Air Detachment. All groups and assemblies not maintained in a pack-up configuration under Supply Department secure storage shall be completely inventoried. The following areas are subject to storage other than the pack-up method and are to be completely inventoried when maintained separate from the pack up:

GROUP	DESCRIPTION	RESPONSIBILITY	INV AIDS
002 31 AD	Weapons Equipage (Custody Controlled)	S7	A
002 32 AD	Infantry Equipage (Custody Controlled)	S7	A
002 41 AD	Weapons OSI (Armory)	S7	B
002 51 AD	Weapons Material (Armory)	S7	B
002 62 AD	Infantry Equipment Storeroom	S4	B
010 31 AD	Medical Equipment and Controlled Items	MEDICAL	A
010 51 AD	Medical OSI	MEDICAL	B
011 31 AD	Comm/Electronics Equipment (Custody Controlled)	S7	A
011 61 AD	Communications/Electronics Storeroom	S7	B
012 01 AD	Publications	EMBARK	None
023 61 AD	POL Storeroom	S4	C
024 61 AD	Subsistence Storeroom	S4A	B

- (c) Sea Echelon. The following will be completely inventoried:

GROUP	DESCRIPTION	RESPONSIBILITY	INV AIDS
099 61 AS	CUU Issue Storeroom	S4	C, E

- (d) Project Material (Reimbursable Projects). A complete inventory of all construction material for projects that have been tasked to the incoming battalion will be conducted. Results of project material inventories will be included in enclosure (2) of the Supply Officers' Turnover report.

- (e) Controlled Equipage. All TOA and augment controlled equipage will be completely inventoried during the turnover. The total dollar value of surveys processed during the turnover and unfunded (not on order) controlled equipage deficiencies will be included in the Supply Officers' Turnover Report.
- (f) CESE Technical Manuals. A complete inventory of technical manuals will be conducted and reported in the BEEP Effectiveness and Cost Report. This inventory is to be compared with the COSAL Unit Loads (ULs) used by the outgoing battalion to determine deficiencies. Deficiencies will be compared against the requirements of the new COSAL ULs prior to initiating requisitions.
- (2) Random Sampling Inventory. Due to the magnitude of items contained in certain groups of the TOA, the random sampling inventory procedure outlined in NAVSUP P-485, paragraph 6061.6 (as modified in Note (2)), is considered appropriate for conducting turnover inventories of the following areas:
- (a) Air Echelon/Sea Echelon

GROUP	DESCRIPTION	RESPONSIBILITY	INV AIDS
002 61 AE	Weapons Consumables & 1 st / 2nd Echelon R/P's	S4	C, E
003 21 AE	CTR Safety/Fire/Hearing Protection	S4	C, F
003 61 AE	CBR Equipment Storeroom	S4	C, E
004 71 AE	Admin/Maintenance Consumables	S4	C, G
005 21 AE	CTR Tools Other than Kits	S4	C, F
006 21 AE	CTR Tools Other than Kits	S4	C, F
007 71 AE	CSR Construction Consumables	S4	C, G
007 71 AS	CSR Construction Consumables	S4	C, G
008 21 AE	Mount-Out Packaging Tools/Materials	S4	C, F
009 61 AE	Special Clothing	S4	C, E
012 71 AE	CSR (Forms)	S4	C, E
025 01 AE	CESE Repair Parts (See Note (3))	S4	C, H

(b) Reimbursable Project Material. Project material on hand for projects not tasked to the incoming battalion will be inventoried using the random sample procedure. The number of items to be inventoried will be determined at the start of the turnover. Results of project material inventories will be included in enclosure (2) of the Supply Officers' Turnover Report.

NOTE (1) INVENTORY AIDS

A - Controlled Equipage Custody Cards (NAVSUP 306)

B - TOA Assembly Contents Lists

C - Stock Record Cards

D - TOA Tool Kit Inventory Listings

E - TOA Special Group MTOs

F - TOA CTR MTO

G - TOA CSR MTO

H - CESE COSALs (MODs 96, 97, and 98)

NOTE (2) Minimum sample size and composition of items selected for random sample inventories will be as follows:

A - Inventory 10 percent (five percent card to location, five percent location to card) of the total non-SIM items in each storeroom outlet.

B - If an area fails to meet the BRIGADE Goal 95% validity (after thorough investigation and increased sampling), this fact will be specifically identified in the Supply Officers' Turnover Report. A complete inventory of the problem area will be scheduled for accomplishment during the incoming battalion's deployment.

NOTE (3) Separate inventory samples will be conducted and reported for each individual COSAL Modifier (i.e., MOD 98 Organic, MOD 98 Augment, etc.).

- (3) Special Inventory. Designated areas of the TOA are almost totally maintained and managed in a pack-up configuration with inventory control exercised by the appropriate OPCON Commander (COMSECOND/COMTHIRDNCB). Use, movement, and inventory of these pack ups require specific approval from the OPCON Commander. During camp turnover, it is essential the incoming battalion ascertain an acceptable confidence level regarding the contents of these pack ups. This confidence level will be attained during turnover in accordance with the following procedures:
- (a) Air Detachment (Air DET) Pack Up. The majority of the Air DET will be maintained in a pack-up configuration. All pack up mount-out boxes are secured with a serialized car seal. During turnover, a verification of the car seal log with seals attached to mount-out boxes will be accomplished. Mount-out boxes that do not contain a car seal or contain serial numbers different from those recorded in the car seal log will receive a complete inventory. After completion of inventory, boxes will be secured with new car seals. Subsequent to the car seal sample and correction of deficiencies, select 5%-10% of the mount-out boxes (option of incoming battalion Supply Officer) for complete inventory. If the results reveal significant deficiencies exist, the appropriate OPCON Commander will be notified. The OPCON Commander will provide direction regarding replenishment of deficiencies and further inventory action required. The inventory policy for Air DET items not maintained in the pack-up configuration has been previously discussed under items requiring a complete inventory.
 - (b) Sea Echelon ("Tent Camp") Pack Up. The contents of this pack up will not be inventoried without prior approval from the appropriate OPCON Commander. The inventory policy concerning groups/facilities not maintained in the pack up is discussed under items requiring a complete inventory or random sample inventory as appropriate. A location audit of boxes to storage locations indicated in the tent camp manual is authorized. The extent of this audit will be determined by the incoming Supply Officer.
 - (c) Air Echelon ("Facilities") Pack Up. Inventory requirements specified in item (b) above apply to this pack up.

2. Stock Control. During turnover, all areas of stock control must be reviewed to ascertain if required records and files are on hand and maintained in a current and correct manner. Significant deficiencies noted during this review are to be reported to the Supply Officer as part of the turnover completion report. Stock control turnover reviews will be conducted as follows:

a. Stock Record Cards (CSR, Repair Parts, and CUU Issue)

(1) SIM Review. Conduct a complete review of SIM stock records to determine the following:

(a) All items with on-hand/on-order quantities at or below the low limit without an outstanding requisition indicated for quantity necessary to bring up to high limit. Do not order to high limit until line item is at or below low limit. Prepare itemized listing and compute total dollar value for inclusion in turnover completion report.

(b) Validity of outstanding requisitions.

(2) Non-SIM Review. Conduct a random (25%) review of non-SIM stock records (ensure at least 50% of items selected have recorded usage) to determine the following:

(a) All items with on-hand/on-order quantities below the allowance quantity without an outstanding requisition indicated for quantity necessary to bring up to allowance. Prepare itemized listing and compute total dollar value for inclusion in turnover completion report.

(b) Validity of outstanding requisitions.

b. Stock Record Cards (Other)

(1) Air DET File Review. Conduct a complete review of Air DET stock records to determine the following:

(a) Stock records reflect the requirements and allowance quantities of the Air DET portion of the applicable TOA.

(b) All stock record cards with on-hand/on-order quantities below the allowance quantity without an outstanding requisition indicated for quantity necessary to bring up to allowance. Prepare itemized listing and compute total dollar value for inclusion in turnover completion report.

- (c) Validity of outstanding requisitions.
- (d) Stock records for materials stored separate from the pack up (e.g., hazardous, medical, communications, etc.) reflect actual locations.

(2) Weapons Storeroom/Repair Parts Stock Records. Conduct a sample review of stock record cards for weapons storeroom/weapons repair parts (Group 00261AE) to determine the following:

- (a) Stock records reflect the requirements and allowance quantities of the current TOA.
- (b) All stock records with on-hand/on-order quantities below the allowance quantity without an outstanding requisition indicated for quantity necessary to bring up to allowance. Prepare itemized listing and compute total dollar value for inclusion in the turnover completion report.

(c) Validity of outstanding requisitions.

(3) MLO File Review. Conduct a sample review of stock record card files maintained for project material to determine the following:

- (a) Stock record cards are in agreement with the applicable BMs.
- (b) Separate files are maintained for active, completed, and excess project materials.
- (c) Stock record cards are maintained in accordance with COMSECONDNCB/COMTHIRDNCB directives according to site location.
- (d) Requisitions for material reorders and local procurement submitted by the camp for project material is reflected on the stock record cards.

c. Controlled Equipage Card File. Conduct a complete review of all controlled equipage cards to determine the following:

- (1) Controlled equipage cards are prepared for all controlled equipage contained in TOA and allowance data accurately reflects the TOA allowance.

- (2) All controlled equipage is on hand/on order to the authorized allowance and outstanding requisitions are indicated on the cards. Prepare itemized listing of TOA allowance shortages not on order with total money value for inclusion in the turnover completion report.
- (3) Issues, receipts, transfers, and surveys are identified on applicable cards.
- (4) Verify the validity of all outstanding requisitions indicated on custody cards.
- (5) Custody cards for camp collateral controlled equipage are identified as such and maintained separate from TOA/augment authorized items.

d. Expenditure File. Conduct a complete review of the camp's expenditure files to determine the following:

- (1) Current fiscal year file and prior two fiscal year files and records are on hand.
- (2) Type of serial number control used.
- (3) Copy of each expenditure document available in the file.
- (4) Completed (annotated with receipt signature) turn in document available for surveyed items indicating turn in.
- (5) Surveys for controlled equipage items indicate controlled equipage card number

e. Shelf Life Program. Review shelf life items to determine adequacy of the shelf life program. Note: Shelf life items are assigned Shelf life Action Codes and Shelf Life Codes on the Stock Record Cards.

3. Stowage. During turnover of the Supply Department storerooms a complete review of existing stowage conditions is to be accomplished. As a minimum, this review should include the following specific areas:

- a. Availability of sufficient mount-out boxes and their condition.
- b. Availability and condition of pallets for mount-out boxes.
- c. Availability of sufficient and proper storage aids.
- d. Hazardous material stowage.
- e. POL stowage.
- f. Gas cylinder stowage.
- g. MLO yard conditions.
- h. Equipment blades and tires stowage.
- i. Adequate storage space available.
- j. Consistent location identification system throughout.
- k. Facility maintenance.
- l. Physical security.
- m. Inspect conditions of TOA containers where applicable. Significant deficiencies and/or accomplishments noted during these reviews will be documented in the turnover completion report.

ATTACHMENT III

REQUISITION/PROCUREMENT/FINANCIAL FUNCTIONAL AREAS TURNOVER PROCEDURES

1. Requisition, Procurement, and Financial Control. During turnover, an in-depth review of requisition, procurement, and financial records and files must be accomplished to ensure incoming battalion personnel are fully aware of the current status and conditions in these areas. All significant deficiencies and/or accomplishments noted during reviews will be documented in the turnover completion reports. As a minimum, the following must be accomplished during the turnover review.

a. Requisition Control

- (1) Outstanding Requisition/Completed Files. Verify that all fiscal year requisitions and OPTARs are in agreement.
- (2) Issue Group I/Issue Group II (NORS/ANORS). Review all outstanding NORS/ANORS requisitions to determine the following:
 - (a) Requirement remains valid (verify with requester).
 - (b) Valid status is available.
 - (c) Follow-up action initiated as necessary.
- (3) Issue Group II (Immediate Use). Review outstanding immediate-use requisitions in accordance with the following:
 - (a) Randomly select approximately 20% of the outstanding immediate-use requisitions and verify if requirements remain valid with requester (see Note 1).
 - (b) Review all outstanding immediate-use requisitions for current status and follow-up action (see Note 2).
- (4) Issue Group III (Routine). Review outstanding routine requisitions in accordance with the following:
 - (a) Randomly select approximately 10% of the outstanding routine requisitions and verify if requirements remain valid with requester (see Note 1).

- (b) Review approximately 20% of the outstanding routine requisitions for current status and follow-up action (see Note 2).

- (5) Unprocessed Requisitions. All unprocessed NAVSUP 1250-1s at the start of turnover will be held to match against shortages discovered during turnover. Reorder correct quantities as necessary. Upon completion, compute total money value and process in accordance with Attachment I, paragraph 3.

NOTES:

- 1. Analyze results to determine if complete MOV is required.

- 2. Analyze results to determine if complete follow-up review is required.

- b. Procurement Control. Review procurement functions available to the camp to determine the following:

- (1) Procurement Authority. What authority is available for each Type and the limitations of procurement authority available.

- (2) Rental/Maintenance Contracts. The complete status of each contract as follows:

- (a) How obtained.
- (b) Period of coverage.
- (c) Amount obligated versus expended.
- (d) Status of unpaid invoices.

- (3) Blanket Purchase Agreements (BPAs). Status of BPA records and files as follows:

- (a) The incoming battalion must submit appropriate requests/notification to obtain authority to use existing BPAs.
- (b) Each BPA file contains up-to-date BPA review documentation.

- (c) Current listing of companies authorized BPAs is available. Listing should contain name of company, representative, telephone number, and type of material/services normally obtained.
 - (d) Copies of all paid invoices are available.
 - (e) Status of unpaid invoices.
 - (f) BPA calls for which material has not been received.
- c. Camp Financial Control. A complete review of camp and project (reimbursable) financial records, files, and reports must be accomplished to determine the following:
 - (1) Budget/Authorization File. Copies of all budget submissions, financial plan, and OPTAR requests/authorizations correspondence are on file.
 - (2) OPTAR
 - (a) OPTARS are maintained in accordance with prescribed procedures.
 - (b) All OPTAR grants, augments, increases, and decreases have been properly entered.
 - (c) Determine status of OPTAR augments/increases provided for specific requirements.
 - (d) Current OPTAR balance is correct.
 - (3) Obligation Transmittal File
 - (a) Copy of each document transmittal on file.
 - (b) Document transmittals are in agreement with the OPTAR.
 - (4) OPTAR Status Reports
 - (a) Copy of report on file for each required reporting period.
 - (b) Reports are in agreement with OPTAR.
 - (c) Reports of discrepancies from the AAA have been reconciled and corrected reports submitted.

(5) AAA Financial Listings

- (a) All SFOEDLs have been received, properly processed and posted, and copies retained on file.
- (b) Determine the status of any missing SFOEDLs.

ATTACHMENT IV

FOOD SERVICE TURNOVER GUIDE

1. Responsibility. As in other divisions of the Supply Department, the relieving officer and the officer being relieved must conduct a complete, accurate physical inventory of all provisions. This includes all Field Messes operating under the Battalion UIC. NAVSUP P-486 sets forth the procedures for conducting such an inventory. The physical security of the storerooms must be checked; if the security fails to meet standards prescribed in NAVSUP P-486, all locks to applicable Group II spaces must be changed prior to conducting the inventory. A key item to examine during the inventory process is an effective shelf life rotation management program.

2. Action

a. Upon completion of the inventory, the relieving officer must ensure proper inventory quantities are posted to the applicable Subsistence Ledger (NAVSUP 335). Investigate all adjustments in excess of five percent of total expenditures. The relieving officer must obtain a signed copy of the inventory from the officer being relieved and have the Jack-of-the-Dust acknowledge custody of the provisions, as shown on the relieving inventory, by signature. One copy of the relieving inventory will be submitted to Navy Food Service Systems Office NAVSUP (Code 51). One copy of the relieving inventory will be kept with the retained returns for the quarter that was being operated in at the time of turnover.

b. After any accountable transfers have been completed, the relieving officer should pay particular attention to the financial records. The following procedures pertain to close out of food service records:

- (1) If operating manual records or Food Service Management Release II (FSM II), they will be closed out completely, returns will be submitted to NAVSUP (Code 51) (NAVFSSO) using guidelines prescribed in NAVSUP P-486. Copies of the NAVSUP 1358, 1357s and 367 will be sent to the OPCON BRIGADE.
- (2) If operating automated records Food Service Management Release I (FSM I), records will not be closed out, a manual NAVSUP 1358 will be completed using information from the totals file and will be sent to the OPCON BRIGADE only. (The reason for this is once FSM I is closed out the whole program must be re-implemented).
- (3) If operating records under FSM Release II, records will be closed out as per FSM II guidelines and sent to NAVFSSO with a copy of the NAVSUP 1358, 1357, and 367 sent to the OPCON BRIGADE.

- (4) In all cases a complete relieving inventory will be sent to NAVSUP (Code 51).

c. The total of all rations credited to the enlisted galley must be verified. It must be noted if the facility is operating within the current monetary limitation.

d. Sample high and low limits annotated on ledgers to determine if the limits can coincide with the relieving battalion's own cycle menu. Relieving battalion's should make necessary adjustments so that they are feeding off of their own menu within one month after turnover.

e. During the turnover period, the relieving officer should arrange for the Bravo Company Commander to accompany him on a tour through the Food Service spaces. Phased replacement information and the Bi-Weekly PM Schedules for all food service equipment must be thoroughly reviewed by the incoming/outgoing Bravo Company Commanders and Food Service Officers.

f. During turnover, ensure the senior medical representative conducts an extensive sanitation compliance inspection. NAVMED P-5010 provides guidance for documentation. Review Sanitation Inspection and Quality Assurance files to ensure compliance.

g. Equipment.

- (1) Make a tour of all your spaces and ask the MS/MAA in charge of the space to point out any and all discrepancies in their spaces and equipment. List on a separate sheet of paper. Include in relieving letter all equipment out of commission or at a reduced status. Figure B-3 shall be utilized during the joint turnover inspections.
- (2) Note any areas needing preservation and painting. List any areas scheduled to be painted or preserved. Develop a POA&M to correct.
- (3) Review the Job Sequence Number (JSN) log and determine the status of all outstanding work requests.
- (4) Review trouble call log for responsiveness by repair personnel.
- (5) Are equipment safety/operating instructions posted prominently? Are all switches guarded?

STATUS OF GALLEY SPACES AND EQUIPMENT1. Storerooms

	DESCRIPTION	YES	NO
1.	Proper stowage		
2.	Broken cases		
3.	Cleanliness		
4.	State of preservation of storeroom		
5.	Decks clean and dry		
6.	Safety precautions posted		
7.	"No Smoking" signs posted		
8.	Wire screens or globes over lights		
9.	Air conditioned/humidified to extend shelf life		
10.	Insect or rodent infestation		
11.	Plans to correct deficiencies		
12.	Condition of dry stores (assign overall grade O, E, G, M, or F).		

1. Equipment

EQUIPMENT		CLEANLINESS					SAFETY / OPERATING INSTRUCTIONS POSTED		EQUIPMENT OPERATIONAL	
		Outstanding	Excellent	Good	Marginal	Fail	YES	NO	YES	NO
1.	Ovens									
2.	Griddle(s)									
3.	Range									
4.	Steam Jacketed Kettle									
5.	Slicer									
6.	Meat Mixer									
7.	Deep Fat Fryer									
8.	Coffee Urns									
9.	Potato Peeler									
10.	Slicer, Bread									
11.	Can Openers									
12.	Utensils									
13.	Ice Cream Machine(s)									

Figure B-3 (1 of 3)

2. Refrigerators

	DESCRIPTION	YES	NO
1.	Clean		
2.	Well preserved		
3.	Free from foreign odors		
4.	Dunnage properly laid and clean		
5.	Ice not in excess of 3/16" on coils		
6.	Ice on deck		
7.	Ventilation fans in operation		
8.	Light guards in place		
9.	Excessive opened cases		
10.	Proper stowage/Circulation of air possible		
11.	Proper temperature		
12.	Below zero degrees F frozen		
13.	32-35 degrees F chill		
14.	Are temperatures taken from thermometers mounted inside space		
15.	Are temperature logs posted at least twice daily by the individual or duty personnel responsible for the space		
16.	Are logs reviewed and signed daily by Food Service Officer and Senior MS		
17.	Condition of refrigerated spaces (assign overall grade O, E, G, M, or F).		
18.	Are refrigeration plant lines in Food Service spaces intact and dry		
19.	Plans to correct deficiencies		

Figure B-3 (2 of 3)

4. Dishwashing Machine

	DESCRIPTION	YES	NO
1.	Were Food Service Attendants scraping tray waste		
2.	Were Food Service Attendants prewashing eating utensils		
3.	Was the dishwashing machine in good operating condition		
4.	All gauges in operating condition/Accurate		
5.	Spray curtains in place		
6.	Tanks cleaned		
7.	Detergent and rinse additive dispensers operational		
8.	Spray manifolds and tubes taken out and cleaned		
9.	Preventive maintenance by repair force accomplished on regular basis		
10.	Were proper dishwashing machine temperatures maintained		
11.	Wash water 150-160 degrees F		
12.	Rinse water 160-180 degrees F		
13.	Sanitizing rinse above 180 degrees F, but below 210 degrees F		
14.	Were instructions on mess gear cleaning and operation and maintenance of dishwashing equipment posted		
15.	Were deep sink heaters and temperature gauges operational and properly calibrated		
16.	Plans to correct deficiencies		
17.	Condition of dishwashing machine (assign overall grade O, E, G, M, or F)		

NOTE: Use of any general purpose detergent for dishwashing is unacceptable. It is a potential personnel health hazard and can cause gastric problems when used.

Figure B-3 (3 of 3)

ATTACHMENT V

DISBURSING TURNOVER GUIDE

1. Scope. U.S. Naval Mobile Construction Battalions Disbursing Division will provide prompt, convenient and accurate disbursing service to its military personnel and its supplies of material and services. It's primary fundamental responsibility is to provide the highest caliber of customer service and ensure the timely and accurate delivery of pay to all it's customers.
2. Responsibility. The incoming battalion Disbursing Officer will be responsible for implementing turnover procedures and ensuring their completion. However, the outgoing Disbursing Officer retains responsibility for all functions until actual turnover has been completed. The outgoing Disbursing Officer, then, is responsible for ensuring that turnover is conducted in an orderly, professional manner and that management procedures in effect at the start of turnover remain intact until turnover has been completed.
3. Action. On the date relief of disbursing operations is to take place, or earlier, the following actions will be taken:
 - a. Verify cash on hand
 - b. Verify subsidiary checking account
 - c. Prepare and submit a final Statement Of Accountability (Standard Form 1219)
 - d. Furnish specimen signatures and a letter of introduction to the local financial institution
 - e. Verify the adequacy of the safekeeping facilities for funds, blank checks and other accounting documents
 - f. Change the combination of all safes
 - g. Compute on hand cash requirements
 - h. Order all required official publications not on hand
 - i. Verify controlled equipment and update custody cards

ATTACHMENT VI

PERSONAL SERVICES TURNOVER GUIDE

1. Scope. The purpose of the relieving process is to enable the relieving officer to apprise himself of the effectiveness and efficiency of the personal services operation. The different deployment sites have five unique operations ranging from Navy Exchange outlets to full barbershop, laundry, post office and tailor shop operations.
2. Responsibility. The relieving officer should keep in mind previous LMA inspection reports and the outgoing personnel are the best sources of information for a successful operation. Key points to remember are that the operations are in support of the battalion and provide personal service.

ATTACHMENT VII

CAMP SHUTDOWN

1. Scope. The unique operational requirements of the NCF occasionally dictate that a Seabee camp be put into caretaker status. There are both operational and supply areas which are affected during the departure (without relief) of a battalion. This appendix addresses in general, most supply/financial element; however, as each scenario differs, so will the shutdown process.

2. Manning of Rear Echelon Camp Supply

a. Supply Office. The supply office will be manned by one SK2 or above from the departing battalion, civilian personnel assigned to the camp and the storekeeper assigned to the COMSECONDNCB/COMTHIRDNCB DET. All normal supply office functions/reports will continue. Augment camp controlled equipage will be signed for and accepted by the COMSECONDNCB/COMTHIRDNCB DET Officer in Charge.

- (1) Label all keys to camp spaces, place in key file locker or on key control board. Provide key inventory listing indicating key number and location of space.
- (2) Segregate TOA controlled equipage from camp plant and minor property; department heads turn in TOA equipage for packaging. No camp material or equipment is to be taken from the camp without prior COMSECONDNCB/COMTHIRDNCB approval.

b. Supply Outlets other than MLO. One SK, one EO, one CE and one CM from the departing battalion will man all Supply outlets, other than MLO. These personnel will perform shipping/receiving and augment equipment support from the outlets.

c. MLO. The departing battalion will man MLO with at least one knowledgeable person from their MLO crew. All normal MLO functions/reports will continue.

d. Detachment. Upon detachment rollback to main body, all supply spaces will be secured and keys turned over to the host activity/PWC. Written summary of the general status of each supply space will be left in the supply office and a copy mailed to the main body.

e. Disbursing. The DET OIC will coordinate with the local PSD to continue disbursing support for camp caretaker personnel.

f. Food Service. One MS from the departing battalion will be sent TAD to the galley feeding the camp's skeletal crew. A Bravo Company representative will coordinate continuing galley equipment PMS with the COMSECONDNCB/COMTHIRDNCB DET OIC and PWC OIC. A closing Ration and Sales Report for the Camp's UIC will be prepared and submitted, following NAVSUP P486, Par 8403 guidelines.

g. Services. Laundry, barbershop, and post office services will be secured after turnover to the COMSECONDNCB/COMTHIRDNCB DET OIC. These services will be available through the main base.

h. Berthing. All berthing spaces will be turned over to the COMSECONDNCB/COMTHIRDNCB DET OIC.

APPENDIX C**NCF TABLE OF ALLOWANCE (TOA)****A. TOA SECTIONS**

<u>TOA SECTION</u>	<u>CONTENTS</u>
00	Introduction
01	Personnel
02	Computer Support Equipment
03	Photographic Equipment (Custody Controlled)
04	Weapons Equipment (Custody Controlled)
05	Communications/Electronic Equipment (Custody Controlled)
06	CTR Tool Kits
07	CTR Safety/Fire/Hearing Protection Equipment
08	Radiac/CBR Equipment (Custody Controlled)
09	Infantry Equipment Storeroom
10	"ALFA CO" Consumables
11	Organizational Clothing
12	Publications
13	Subsistence Storeroom
14	CTR Tools (Other Than Kits)
15	Barber Equipment (Custody Controlled)
16	Dental Equipment (Custody Controlled)
17	Chaplain Equipment (Custody Controlled)
18	Medical Equipment (Custody Controlled)
19	"ALFA CO" CTR Tool Kits
20	Automotive Equipment (CESE)
21	CESE Repair Parts Storeroom
22	POL Storeroom
23	"BRAVO CO" CTR Tool Kits

24	Construction Companies CTR Tool Kits	
25	Facilities Support Equipment	(Custody Controlled)
26	Facilities	
27	Container SIXCON Requirement	

B. TOA CONTAINER DESIGNATIONS

1) AIR DETACHMENT (AIR DET)

	<u>NUMBER</u>	<u>TYPE</u>	<u>CONTENTS</u>
1.	DF1	BULK	CBR EQUIPMENT AND BODY ARMOR
2.	DG1	CONFIGURED	COMBAT ISSUE UNDERWEAR AND SLEEPWEAR
3.	DM1	CONFIGURED	MEDICAL SUPPLIES AND EQUIPMENT
4.	DR1	CONFIGURED	CESE REPAIR PARTS (MOD 96+)
5.	DS1	BULK	SUBSISTENCE ITEMS (C-RATIONS)
6.	DT1	CONFIGURED	CSR-CTR TOOLS AND CONSUMABLES
7.	DT2	BULK	CTR RIGGING GEAR
8.	DT3	BULK	CTR KITS (B, C, AND H COMPANIES)
9.	DT4	BULK	CTR KITS (A AND H COMPANIES)
10.	DW1	CONFIGURED	WEAPONS AND COMMUNICATIONS EQUIPAGE
11.	DW2	CONFIGURED	WEAPONS REPAIR PARTS, COMM, AND RADIAC

TOTAL AIR DET CONTAINERS: 6 (CONFIGURED)

 5 (BULK)

11

OTHER THAN CONTAINERIZED MATERIAL:

	<u>NUMBER</u>	<u>TYPE</u>	<u>CONTENTS</u>
12.	DAMOB		MOBILE LOADED CONTAINER HANDLING EQUIPMENT
13.	DCESE		CIVIL ENGINEER SUPPORT EQUIPMENT (CESE)
14.	DGH/C		HAND CARRIED INDIVIDUAL INFANTRY EQUIPMENT
15.	DH-PL		HAZARDOUS MATERIAL (ON 463L AIR PALLETS)

16.	DP*PL	463L	POL (DRUMMED; ON 463L AIR PALLETS)
17.	DTMOB		MOBILE LOADED PIONEER TOOL KIT
18.	D463L	463L	AIR DET FACILITIES (ON 463L AIR PALLETS)
19.	D463L		CBR SPRAYER
20.	D6CON		FUEL/WATER 02601AD (09)

2) AIR ECHELON

	<u>NUMBER</u>	<u>TYPE</u>	<u>CONTENTS</u>
1.	EA1	CONFIGURED	ALFA CO TOOL ROOM (GRP 00561AE)
2.	EA2	BULK	ALFA CO SHOP EQUIPMENT (GRP 00541AE)
3.	EA3	BULK	ALFA CO RIGGING GEAR (ASSY 80514/84000)
4.	EA4	BULK	ALFA CO TOOL KITS (GRP 00511AE)
5.	EA5	BULK	ALFA CO WATER WELL DRILLING (GRP 02631AE)
6.	EA6	BULK	ALFA CO WATER WELL DRILLING (GRP 02631AE)
7.	EA7	FLATRACK	ALFA CO WATER WELL DRILLING (GRP 02631AE)
8.	EA8	FLATRACK	ALFA CO WATER WELL DRILLING (GRP 02631AE)
9.	EA9	FLATRACK	ALFA CO WATER WELL DRILLING (GRP 02631AE)
10.	EAMOB		MOBILE LOADED CONTAINER LIFTING EQUIPMENT
11.	ECSE		CESE (GRP 02002AE)
12.	EC1	CONFIGURED	CSR CONSUMABLES (GRP 03471AE/01271AE)
13.	EC2	BULK	CSR CHEMICALS AND LETAL STOCK (ASSY 06023/44)
14.	EF1	BULK	TENT CAMP SUPPORT STOREROOM (GRP 02633AE)
15.	EF2	BULK	TENT CAMP SUPPORT MATERIAL (GRP 02231AE)
16.	EF3	BULK	TENT CAMP SUPPORT MATERIAL (GRP 02241AE)
17.	EF4	BULK	TENT CAMP SUPPORT MATERIAL (GRP 02241AE)
18.	EF5	BULK	TENT CAMP SUPPORT MATERIAL (GRP 02241AE)
19.	EF6	BULK	TENT CAMP SUPPORT MATERIAL (GRP 02241AE)
20.	EF7	BULK	TENT CAMP SUPPORT MATERIAL (GRP 02241AE)
21.	EF8	BULK	TENT CAMP SUPPORT MATERIAL (GRP 02241AE)
22.	EGH/C		INITIAL OUTFITTING-ORGANIZATIONAL CLOTHING, INDIVIDUAL BATTLE DRESS UNIFORMS (HAND-CARRIED AS PART OF INDIVIDUAL BAGGAGE)
23.	EGMOB		PUBLICATIONS-PACKED WITH AND MOBILE LOADED WITH OFFICE FILES AND RECORDS
24.	EG1	CONFIGURED	INFANTRY EQUIPMENT STOREROOM (100 SETS) (GRP 02635AE)
25.	EG2	CONFIGURED	INFANTRY EQUIPMENT STOREROOM (100 SETS) (GRP 02635AE)

	<u>NUMBER</u>	<u>TYPE</u>	<u>CONTENTS</u>
26.	EG3	BULK	CHEM/BIOL/RADIOLOGICAL (CBR) CLOTHING (GRP 02635AE)
27.	EG4	BULK	SPECIAL CLOTHING-COMBAT ZONE (GRP 02635AE)
28.	EG5	BULK	INDIVIDUAL INFANTRY EQUIP (171 SETS) (GRP 02635AE)
29.	EG6	BULK	INDIVIDUAL INFANTRY EQUIP (170 SETS) (GRP 02635AE)
30.	EG7	BULK	INDIVIDUAL INFANTRY EQUIP (170 SETS) (GRP 02635AE)
31.	EG8	BULK	INDIVIDUAL INFANTRY EQUIP
32.	EH1	BULK	HAZARDOUS MATERIAL (GRP 02633AE)
33.	EH2	BULK	HAZARDOUS MATERIAL (GRP 02633AE)
34.	EH3	BULK	HAZARDOUS MATERIAL (GRP 02633AE)
35.	EBHPL		HAZ MATL SMCC B FLAM COMP (GRP 00512AE)
36.	EHCPL		HAZ MATL SMCC C CORROSIVE (GRP 00441AE)
37.	EHFPL		HAZ MATL SMCC F FLAM LIQUID (GRP 00241AE)
38.	EHGPL		HAZ MATL SMCC G COMB LIQUID (GRP 00241AE)
39.	EHJPL		HAZ MATL SMCC J OXIDIZING (GRP 00541AE)
40.	EHPPL		HAZ MATL SMCC P POISON (GRP 00411AE)
41.	EHQPL		HAZ MATL SMCC Q (GRP 01161AE)
42.	EHSPL		HAZ MATL SMCC S COMBUSTIBLE (GRP 00241AE)
43.	EHTPL		HAZ MATL SMCC T TOXIC (GRP 00321AE)
44.	EHVPL		HAZ MATL SMCC V ACID (GRP 00411AE)
45.		(SEE EFM)	HAZ MATL SMCC W NON FLAM C
46.	EHZPL		HAZ MATL SMCC Z FLAMMABLE (GRP 00241AE)
47.	EM1	BULK	MEDICAL AND DENTAL MATERIAL (GRP 02636AE)
48.	EM2	BULK	MEDICAL SUPPLIES (GRP 02636AE)
49.	EP1	CONFIGURED	DRUMMED & PACKAGED OILS & LUBRICANTS (GRP 02631AE)
50.	EP2	CONFIGURED	DRUMMED & PACKAGED OILS & LUBRICANTS (GRP 02631AE)

	<u>NUMBER</u>	<u>TYPE</u>	<u>CONTENTS</u>
51.	EP3	CONFIGURED	DRUMMED & PACKAGED OILS & LUBRICANTS (GRP 02631AE)
52.	EP4	CONFIGURED	DRUMMED & PACKAGED OILS & LUBRICANTS (GRP 02631AE)
53.	EP5	CONFIGURED	DRUMMED & PACKAGED OILS & LUBRICANTS (GRP 02631AE)
54.	ER1	CONFIGURED	MOD 96 REPAIR PARTS COMMON (SMALL) (GRP 02637AE)
55.	ERA	CONFIGURED	MOD 97 REPAIR PARTS COMMON (GRP 02501AE)
56.	ERB	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
57.	ERC	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
58.	ERD	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
59.	ERE	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
60.	ERF	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
61.	ERG	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
62.	ERH	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
63.	ERG	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
64.	ERJ	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
65.	ERK	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
66.	ERL	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
67.	ERM	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
68.	ERN	CONFIGURED	MOD 98 REPAIR PARTS PECULIAR (GRP 02637AE)
69.	E01	BULK	FACs 21420N, 21910P & 72361C (GRP 02634AE)
70.	E02	BULK	FACs 44110BD, 61010V & 72510J (GRP 02634AE)
71.	E03	BULK	FAC 72510J (GRP 02634AE)
72.	E04	BULK	FAC 72510J (GRP 02634AE)
73.	E05	BULK	FAC 72510J (GRP 02634AE)
74.	E06	BULK	FACs 21910J, 72510J & 897210R (GRP 02634AE)

	<u>NUMBER</u>	<u>TYPE</u>	<u>CONTENTS</u>
75.	E07	BULK	FAC 72210RD (GRP 02634AE)
76.	E08	BULK	FACs 72320JA & 8410E (GRP 02634AE)
77.	E09	BULK	FACs 81230PF/PG/PL & 81110R (GRP 02634AE)
78.	E10	BULK	FACs 81110R & 81230DP/PE/PK/Z (GRP 02364AE)
79.	E11	BULK	FACs 12310T & 84110M (GRP 02364AE)
80.	E12	BULK	FAC 72320JA (GRP 02634AE)
81.	E13	BULK	FAC 72320JA (GRP 02634AE)
82.	E14	BULK	FAC 72320JA (GRP 02634AE)
83.	E15	BULK	FAC 72320JA (GRP 02634AE)
84.	E16	FLATRACK	FAC 87210Z (GRP 02634AE)
85.	E17	FLATRACK	FAC 87210Z (GRP 02634AE)
86.	E18	FLATRACK	FAC 87210Z (GRP 02634AE)
87.	EF*ML		MOBILE LOADED FACILITIES MATERIAL (GRP 02641AE)
88.	ES1	CONFIGURED	SUBSISTENCE (B-RATIONS) (GRP 02461AE)
89.	ES2	CONFIGURED	SUBSISTENCE (B RATIONS) (GRP 02461AE)
90.	ES3	BULK	SUBSISTENCE (B RATIONS) (GRP 02461AE)
91.	ES4	BULK	SUBSISTENCE (MREs) (GRP 02461AE)
92.	ES5	BULK	SUBSISTENCE (MREs) (GRP 02461AE)
93.	ET1	CONFIGURED	CTR-OTHER THAN KITS (OTK) (GRP 02632AE)
94.	ET2	CONFIGURED	CTR-OTK (GRP 02632AE)
95.	ET3	CONFIGURED	CTR-OTK (GRP 02632AE)
96.	ET4	CONFIGURED	CTR-OTK (GRP 02632AE)
97.	ET5	CONFIGURED	CTR-MATERIAL TEST KIT (GRP 02632AE)
98.	EW1	ARMORY	WEAPONS EQUIPAGE (GRP 00251AE)
99.	EW2	ARMORY	WEAPONS EQUIPAGE (GRP 00251AE)
100.	EW3	CONFIGURED	COMM & TEST EQUIP, WEPS, & COMM REPAIR PARTS (GRP 00261AE)

TOTAL AIR ECHELON CONTAINERS: 2 (CONFIGURED TRICONS)
 1 (BULK TRICON)
 8 (FLATRACKS)
 26 (CONFIGURED 20FT)
 2 (ARMORY 20FT)
 5 (HALF HEIGHTS)
 43 (BULK 20FT)
 87

3) SEA ECHELON

	<u>NUMBER</u>	<u>TYPE</u>	<u>CONTENTS</u>
1.	SAMOB		MOBILE LOADED LIFTING KIT 80104 (GRP 02621AS)
2.	SG1	CONFIGURED	CUU ISSUE STOREROOM (BACKUP STOCK) (GRP 02632AS)
3.	SG2	CONFIGURED	CUU ISSUE STOREROOM (BACKUP STOCK) (GRP 02632AS)
4.	S01	BULK	FACs 73040H, 87220D, & GRPs 02231/51AS & ASSY 07011 (GRP 02631AS)
5.	S02	FLATRACK	FACs 87210Y & GRP 00771AS (GRP 02631AS)
6.	S03	FLATRACK	FAC 87220D (GRP 02631AS)
7.	S04	FLATRACK	FAC 87220D (GRP 02631AS)
8.	S05	FLATRACK	FAC 87220D (GRP 02621AS)

TOTAL SEA ECHELON CONTAINERS: 2 (BULK 20FT)
 8 (FLATRACKS)
 5

4) SUMMARY

NMCB TA01 TOTAL CONTAINERS:	103	EA	
SIXCON WATER STORAGE TANKS:	2	EA	(FAC 02601AD)
SIXCON WATER PUMPS:	1	EA	(FAC 02601AD)
SIXCON FUEL PUMPS:	1	EA	(ASSY 02601AD)
SIXCON FUEL STORAGE TANKS:	5	EA	(ASSY 02601AD)

FUEL FOR SIXCON STORAGE TANKS:	(ASSY 05101, 05102, 05103, 05104, 05129 & 05130)
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APPENDIX D**MANAGEMENT CODES****A. MATERIAL MANAGEMENT CODES (MMC)**

MMC	MATERIAL	MANAGEMENT AIDS
0	Items managed with documents other than available in the TOA systems (Initial outfitting clothing, CESE, CESE repair parts, etc...)	No specific aids provided.
1	Central Toolroom (CTR) controlled kits.	Kit inventory list
2	CTR tools, tool support items, Other Than Kits (OTK)	Stock Record Card (Micro-snap II)
3	Equipage/controlled items (High value, pilferable, drugs).	Equipage Custody Cards(CESE program)
4	Operating Space Items (OSI) managed as individual assemblies, checked out on a semi-permanent basis (Photographers' kit, etc..).	Assembly content list (For OTK)
5	OSI managed as a group, kept on a permanent basis (collateral equipment in the armory for weapons, etc..)	Special group material take-offs
6	Storerooms, other than Central Storeroom (CSR), CUU issue, Medical/Dental, Weapons, etc..	Stock Record Card (Micro-snap II). Bin Labels.
7	CSR (Admin and Maintenance consumables, etc..	Stock Record Card (Micro-snap II)
8	Partially Funded	
9	Not currently assigned	

Note: The Material Management Code is the 4th digit of the TOA group number format. The material Management Codes have been assigned in order for the computer program to generate the specific documents/management aids required for the efficient management of TOA assets.

B. TRANSPORTATION ACCOUNT CODES (TACs)

1. Shipment of Unaccompanied Personnel Effects. The following specific TACs are assigned to identify costs of shipping unaccompanied personnel effects for NCF Units:

LANT NCF UNIT	TAC
20TH NCR	N71H
NMCB 1	N72H
NMCB 7	N60H
NMCB 74	N75H
NMCB 133	N76H
UCT 1	N77H

PAC NCF UNIT	TAC
CBMU 302	N10S
31ST NCR	N16S
UCT 2	N26S
NMCB 3	N38S
NMCB 4	N39S
NMCB 5	N40S
NMCB 40	N45S

2. Shipment of NCF Table of Allowance (TOA) Material. In accordance with NAVFACENGCOMINST 7300.8 series, transportation of TOA material belonging to NCF units will be funded from the Service Wide Transportation (SWT) account managed by NAVSUPSYSCOM, acting on behalf of NAVFACENGCOM. Charges for shipment of TOA material shall be recorded against TACs as follows:

CATEGORY	LANT NCF	PAC NCF
NCF allowance-material shipments incident to deployment and rotation of units and support of detachments (excludes ammunition and explosives).	N162	N163
NCF equipment-retrograde equipment for repair or replacement (including repair parts returned to "L3" stock).	N562	N563
Note: These TACs are not to be used for shipment of new equipment from vendor to end-user, construction project material, subsistence, personal property/unaccompanied baggage, resupply repair parts, and consumables.		

3. The following COMSECONDNCB Special Purpose TACs are provided and require SECONDNCB Comptroller approval prior to citing them on shipping documentation:

TAC	DEFINITION
N004	LANTNCF SAAM Unit Rotations
N029	LANTNCF Unit Owned Material/Equipment (non-TOA), including cargo (<u>not</u> to be used for project materials).
N030	LANTNCF Unit Owned Material/Equipment shipments associated with Deployment for Training (DFT) Exercises.
N691	LANTNCF Reserve Unit Owned Material/Equipment (TOA and non-TOA), including cargo.

APPENDIX E**FORMS****A. NCF FORMS**

NUMBER	ORIGINATOR	STOCK NUMBER	TITLE
1090/2	CBP(31)	0970-LL-K10-0024	PRCP INPUT DATA
1500/1	CBP(31)	0970-LL-K15-0014	SPECIAL CONSTRUCTION SEABEE TRAINING ROSTER
2300/1	CBP/CBL(31)	0970-LL-L23-0024	COMMUNICATION EQUIPMENT
2500/1	CBP/CBL(31)	0970-LL-L25-0034	RADIO OPERATOR LOG
2700/6	31STNCR	0970-LL-L27-0014	31STNCR ADDRESS LABEL
4400/1	CBP/CBL	0970-LL-P44-0024	RECEIPT FOR UNACCOMPANIED BAGGAGE
4400/2	CBP/CBL	0970-LL-P44-0034	PM TOOL TAG
4400/3	CBP/CBL	0970-LL-P44-0044	UTILITY UNIFORM CUSTODY RECORD
4400/4	CBP/CBL	0970-LL-P44-0054	SPECIAL CLOTHING CUSTODY RECORD
4400/5	CBP/CBL	0970-LL-P44-0064	INFANTRY EQUIPMENT CUSTODY RECORD
4400/6	CBP/CBL	0970-LL-P44-0074	BEDDING AND PERSONNEL SUPPORT EQUIPMENT CUSTODY RECORD
4813/3	CBP(31)	0970-LL-P48-0014	ESTIMATING WORKSHEET
5300/1	CBP(31)	0970-LL-Q53-0014	DAILY LABOR DISTRIBUTION
8230/1	CBP(31)	0970-LL-T82-0024	.45 CAL SCORE CARD
8230/2	CBP(31)	0970-LL-T82-0034	M16 BUTTE CARD
8230/3	CBP(31)	0970-LL-T82-0044	M16 LINE CARD

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NUMBER	ORIGINATOR	STOCK NUMBER	TITLE
10290/1	CBP(31)	0970-LL-W90-0014	TOOL CUSTODY CARD RECORD
10290/2	31ST NCR	0970-LL-W90-0024	POWER TOOL PM
11013/1	31ST NCR	0970-LL-X11-0014	CONSTRUCTION PROBLEM REPORT
11013/2	CBP	0970-LL-X11-0024	QUALITY CONTROL INSPECTION REPORT

B. NCF POCKET GUIDE

NUMBER	ORIGINATOR	STOCK NUMBER	TITLE
2319/1	CBP(31)	0970-LL-LPG-0044	RADIO OPERATORS GUIDE

C. MISCELLANEOUS FORMS

NUMBER	ORIGINATOR	STOCK NUMBER	TITLE
536	NAVSHIPS	0105-LF-600-9800	ELECTRONICS HISTORY RECORD CARD
694	NAVMC	0000-00-000-9208	MESSAGE BOOK
1018	NAVMC	0000-00-001-5104	INSPECTION TAB
10245	NAVMC	0000-00-002-7906	EQUIPMENT REPAIR ORDER
10520	NAVMC	0000-00-005-6002	WEAPONS CUSTODY RECEIPT
10576	NAVMC	0000-00-006-0807	MEMORANDUM RECEIPT FOR INDIVIDUALS WEAPONS AND ACCESSORIES
11003	NAVMC	0000-00-006-6601	ORDNANCE SERIALIZED ITEM \ROUNDS FIRED DATA CARD

APPENDIX F**MOUNT OUT****REFERENCES:**

- (a) COMCBLANTINST S3010.1A Actions Required by the Alert Naval Mobile Construction Battalion CINCUSNAVEUR
- (b) COMCBPACINST S3010.1F Actions by NCF Units in Support of Progressive Readiness Conditions
- (c) COMSECONDNCB/COMCBPAC/COMCBLANT Embark Manual COMTHIRDNCBINST 3120.1A (Joint with COMRNCF)
- (d) COMSECONDNCBINST 8010.1D NMCB Ammunition for Mount Out
- (e) COMSECONDNCB OPLANS AND OPORDERS
- (f) COMTHIRDNCB OPLANS and OPORDERS
- (g) 31STNCR/CBCINST 3060.2 Mount Out of Air Det from Port Hueneme
- (h) 31STNCR 3060.4 Mobilization Plan for Mounting Out an Active NCF Unit from Port Hueneme
- (i) 31STNCRINST 8370.2C Issue of Infantry Gear

1. Scope. References (a) through (j) provide the policies and guidelines for the mount out/deployment of NCF units. In general, the Embarkation Officer and his staff have the primary responsibility for mount out. Department Heads and Company Commanders provide the support. The ALFA Company is responsible for providing the transportation to move the equipment and the battalion material to the staging area. The Supply Officer (S4) is responsible for ensuring that the material, organic, and tailored requirements, are ready for shipment from ports of embarkation within the prescribed time frames.

2. Policy

a. Deployed NMCBs must be capable of redeploying with their organic allowance of six days notice via an OPORDER to provide the construction support for contingency operations. The unit shall also be capable of deploying an Air Det of 89 personnel, with organic supplies and equipment, on 48 hours notice.

b. NMCBs in homeport must be capable of organizationally redeploying on 10 days notice, with an Air Det deployable on 48 hours notice. These time frames represent nominal requirements. OPNAV instructions dealing with the specific NCF unit types provide more specific guidance regarding mount out time frames.

3. Procedures

a. Seabee Camps. The resident battalion must always maintain material readiness. An accurate Camp turnover, TOA maintenance, and continuing review and evaluation of the Camp logistics situation is essential to the successful support of a contingency operation. The following are recommended:

- (1) Plan and conduct a systematic Camp turnover with accurate inventories. Detailed knowledge of the TOA is a prerequisite.
- (2) Review the Camp embark plans and coordinate with the Embark Officer.
 - (a) Prepare precut requisitions for deferred material including ammunition, subsistence, fuel, POL, medical, and health and comfort items.
 - (b) Prepare a source information database for items above (e.g., location, POC, telephone numbers during and after working hours, etc.)
 - (c) Provide copies of the precut requisitions and information cards to the Embark Officer for his files.
- (3) Review the troop movement procedure and policy with the Operation Officer. COMSECONDNCB (N4) and COM31STNCR (Embark) coordinate the transportation arrangements for COMSECONDNCB/COMTHIRDNCB OPCON sites as appropriate.
- (4) Review Material Handling Equipment (MHE) requirements with ALFA Company. Coordinate with the local shore activity Supply Officer/PWO for additional MHE support if necessary.
- (5) Organize the Supply Department. See Chapter 1 for the recommended S4 mount-out organization.

b. Homeport. Homeport NMCBs do not have custody of their TOA material. COM20THNCR Gulfport and COMTHIRDNCB (Code N43) maintain the respective allowance items. In the event of a contingency:

- (1) NMCBs in homeport at Gulfport will submit their material requirements to COM20THNCR (R40).
- (2) NMCBs in homeport at Port Hueneme will submit their material requirements to COM31STNCR (R40) for FEX, and COMTHIRDNCB (N43) for contingency mount out. COMTHIRDNCB (N43) will coordinate the packing and crating for shipment of the P25 material. 31STNCR R7 will arrange for issue of ammunition, POL, fuel, subsistence items, and medical supplies.
- (3) Turn-in of the material after a FEX is more critical then drawing of the material for the operation. Care must be exercised to minimize damage, losses, and misplacing of the material. The cost of deficiencies will be borne by the unit.

4. Transportation. Timely deployment of an NCF unit is dependent upon a well coordinated effort by the unit, the Regiments, Brigades and various support commands. Generally, requests for the transportation must be submitted by units at CBC Gulfport and by units deployed at Atlantic sites to the Airlift Coordinator and COMSECONDNCB. Units at CBC Port Hueneme and those deployed at Pacific sites will submit their requests to COM31STNCR (Embark). Rotations involving two units from the PAC NCF, regardless of deployment site, will be coordinated by COM31STNCR, while the Airlift Coordinator will coordinate movements involving two of its units regardless of deployment site. COMSECONDNCB and COM31STNCR will coordinate all troop movements from homeport to deployment sites and return.

APPENDIX G**GLOSSARY OF ACRONYMS****A**

AAA	Authorized Accounting Activity
AAC	Acquisition Advice Code or Activity Address Code
AAP	Allowance Appendix Page
ABFC	Advanced Base Functional Component
AC	Advice Code
A/C	Aircraft
ACA	Airlift Clearance Authority
ACB/PHIBCB	Amphibious Construction Battalion
ACC	Accountable Command or Area Coordination Center
ACCESS	Afloat Consumption, Cost, and Effectiveness Surveillance System
ACG-ISS	Area Coordination Group – Inter-service Supply Support
ACR	Allowance Change Request
ACR-F	Allowance Change Request-Fixed
AD	Air Detachment/Air Det or Destroyer Tender
ADCANC	Administrative Cancellation
ADCON	Administrative Control
ADL	Active Document List
ADMIS	Automatic Data Management Information Systems
ADMRL	Application Data for Material Readiness List
ADP	Automatic Data Processing
ADPE	Automated Data Processing Equipment
ADS	Automated Data System
A&E/E-S	Architect and Engineering Firm / Engineering Service
AE	Air Echelon
AEL	Allowance Equipage List
AFSWP	Armed Forces Special Weapon Project
AIG	Address Indicating Group
AIRP	Accelerated Item Reduction Program
ALCE	Airlift Control Element
ALICE	All Purpose Lightweight Individual Carrying Equipment
ALLANTFLT	Navy Teletypewriter Exchange
ALMAR	All Atlantic Fleet Activities Navy Teletypewriter Exchange All Marine Corps Activities

COMSECONDNCB/COMTHIRDNCBINST 4400.3

ALNAV	Navy Teletypewriter Exchange All Navy Activities
ALNAVEUR	Navy Teletypewriter Exchange All Naval European Activities
ALNAVSTA	Navy Teletypewriter Exchange All Naval Stations
ALPACFLT	Navy Teletypewriter Exchange All Pacific Fleet Activities
ALSTACON	Navy Teletypewriter Exchange All Stations Concerned
ALT	Administrative Lead Time (HIVAC)
ALUSNA	U.S. Naval Attache
AMC	Army Material Command
AMD	Average Monthly Demand
AMETA	Army Management Engineering Training Agency
AMMI	Seabee Bridge and Pontoon Designs Conceived by DR. A. Amirkian, NAVFAC
AMMRL	Aviation Maintenance Material Readiness List
AMTRAC	Amphibious Tractor (Landing Craft)
ANGLICO	Air/Naval Gunfire Liaison Company (Marine Unit)
ANMCS	Anticipated Not Mission Capable Supply
ANORS	Anticipated Not Operationally Ready-Supply
ANSIA	Army-Navy Shipping Information Agency
AOIC	Assistant Officer in Charge
AOR	Area Of Responsibility
AP	Acquisition Plans
APA	Appropriation Purchase Account
APAS	Alternative Performance Appraisal System
APL	Allowance Parts List
APO	Army/Air Force Post Office
APOD	Aerial Port of Debarkation/Discharge
APOE	Aerial Port of Embarkation
ARCONAV-SEA CARS	Area Coordinator Navy Sea Cargo
ARFCOS	Armed Forces Courier Service
ARP	Automotive Repair Parts
ARRC	Automatic Reorder Restriction Code
ASBCA	Armed Services Board of Contract Appeals
ASESB	Armed Services Explosive Safety Board
ASG	Afloat Shopping Guide
ASMRO	Armed Services Medical Regulating Office
ASN (S&L)	Assistant Secretary of the Navy (Shipbuilding and Logistics)
ASO	Aviation Supply Officer (Navy ICP)
ASP	Ammunition Supply Point

ASPPA	Armed Services Petroleum Purchasing Agent
ASTIA	Armed Services Technical Information Agency
ASTM	American Society for Testing and Materials
AT	Annual Training
ATAC	Advanced Traceability and Control
ATC	Allowance Type Code
ATCMD	Advance Transportation Control and Movement Document
AUTODIN	Automatic Digital Network
AV	Audiovisual
AVCAL	Aviation Consolidated Allowance List

B

BARR	Biannual Allowance Requirement Review
BBP	Break Bulk Point
BDARP	Battle Damage Assessment and Report Program
BEEP	Battalion Equipment Evaluation Program
BEMAR	Backlog of Essential Maintenance and Repair
BESEP	Base Electronics System Engineering Plan
BEST	Base Engineering Support, Technical
BEQ	Bachelor Enlisted Quarters
BDU	Battle Dress Uniform
BFRL	Base Facility Requirements List (OPNAV Form 11000-1)
BII	Basic Issue Items
BL	Bill of Lading
BM	Bill of Material
BOF	Budget OPTAR File
BOP	Balance of Payments
BOR	Budget OPTAR Report
BOSS	Buy Our Spares Smart
BOQ	Bachelor Officer Quarters
BP	Budget Project
BPA	Blanket Purchase Agreement
BRF	Best Replacement Factor
BSA	Basic Stock Allowance
BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel (MILPERS)
BUSH	Buy U.S. Here

C

CADS	Containerized Ammunition Distribution System
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COMSECONDNCB/COMTHIRDNCBINST 4400.3

CAGE	Commercial and Government Entity
CALS	Computer Assisted Logistics Support
CALM	Computer Aided Load Manifest
CAO	Contract Administrative Office
CAPS	CINCPACFLT Automated Priority System
CARGO	Consolidated Afloat Requisitioning Guide-Overseas
CARP	Contingency Alternate Routine Plan
CASCAN	Casualty Canceled
CASCOR	Casualty Corrected
CASE	Construction, Automotive, and Support Equipment
CASEMIS	Construction Automotive and Special Equipment Management Information System
CASREP	Casualty Reporting
CAT	Civic Action Team
CBC	Construction Battalion Center
CBC/MIS	Construction Battalion Center/Management Information System
CBL	Commercial Bill of Lading
CBM	Contracts and Business Management
CBMU	Construction Battalion Mobile Unit
CBR	Chemical, Biological, and Radiological
CBU	Construction Battalion Unit
CBQ	Combined Bachelors Quarters
CC	Card Column
CCG	Cost Category Group
CCR	Configuration Change Request
CEA	Civilian Employee Association
CEC	Civil Engineer Corps
CECOS	Naval School Civil Engineer Corps Officers
CED	Construction Equipment Department
CEEI	Civil Engineer End Item
CEIL	Controlled Equipage Item List
CEPAL	Country Electronics Parts Allowance List
CESE	Civil Engineer Support Equipment
CESE/MIS	Civil Engineer Support Equipment/Management Information System
CES(HR)	Civil Engineer Squadron (Heavy Repair)
CESO	Civil Engineer Support Office (See SLC)
CG	Commanding General (Marine Corps) or Coast Guard
CGFMFLANT	Commanding General, Fleet Marine Force, Atlantic
CGFMFPAC	Commanding General, Fleet Marine Force, Pacific
CHAIN	Consolidated History of Alternate Item Numbers
CHICIVENGs	Chief of Civil Engineers
CHIL	Consolidated Hazardous Item List
CID	Component Identification Number

CINCLANT	Commander in Chief, Atlantic
CINCLANTFLT	Commander in Chief, U.S. Atlantic Fleet
CINCPAC	Commander in Chief, Pacific
CINCPACAF	Commander in Chief, Pacific Air Force
CINCPACFLT	Commander in Chief, U.S. Pacific Fleet
CINCPACREP	Commander in Chief, Pacific Representative Guam and Trust Territory of the Pacific Islands
CINCUSNAVEUR	Commander in Chief, U.S. Naval Forces Europe
CIO	Common Items Order
CM	Construction Mechanic or Corrective Maintenance
CMA	Clothing Maintenance Allowance
CMC	Command Master Chief
CMR	Contracting Management Review
CMSR	Camp Maintenance Storeroom
CNET	Chief of Naval Education and Training
CNO	Chief of Naval Operations
CNF	Constants File
COG	Cognizance
COLA	Cost of Living Allowance
COMSECONDNCB	Commander, Second Naval Construction Brigade
COMTHIRDNCB	Commander, Third Naval Construction Brigade
COMNAVLOGPAC	Commander, Naval Logistics Command Pacific
COMRATS	Commuted Rations
COMSC	Commander, Military Sea Lift Command
COMSCELM	Commander, Military Sea Lift Command, Eastern Atlantic and Mediterranean
COMSCFE	Commander, Military Sea Lift Command, Far East
COMSCGULF	Commander, Military Sea Lift Command, Gulf Subarea
COMSCLANT	Commander, Military Sea Lift Command, Atlantic
COMSCMED	Commander, Military Sea Lift Command, Mediterranean
COMSCPAC	Commander, Military Sea Lift Command, Pacific
COMSUBLANT	Commander, Submarine Force, Atlantic
COMSUBPAC	Commander, Submarine Force, Pacific
CONEX	Container Express (Reusable Shipping Container for Surface Movement)
CONTREQS	Contingency Transportation Requirements System
CONUS	Continental United States
COPARS	Contractor Operated Parts Stores
COR	Cargo Outturn Report
CORS	Cargo Outturn Reporting System
COSAL	Consolidated Seabee Allowance List
COSM	Contracting Officer for Security Matters
COSMAL	Coordinated Shore-Base Material Allowance List
COST	Comprehensive Onboard Supply Training

COTR	Contracting Officer's Technical Representative
CPAF	Cost-Plus-Award-Fee
CPM	Critical Path Method
CPRRS	Civilian Personnel Resources Reporting System
CPS	Characters per Second
CPX	Command Post Exercise
CRB	Contract Review Board
CRT	Cathode Ray Tube
CSF	Combat Support Force
CSMP	Current Ships Maintenance Project
CSN	Circuit Symbol Number
CSNL	Circuit Symbol Number List
CSR	Central Storeroom
CSS	Consolidated Stock Status
CSSR	Consolidated Stock Status Report
CTR	Central Toolroom
CU	Cube
CUU	Camouflage Utility Uniform
CWE	Current Working Estimate

D

DAAS	Defense Automatic Addressing System
DAC	Depot Assembly Crates
DAR	Defense Acquisition Regulations
DASP	Deployed Asset Surveillance Program
DBI	Demand Based Item
DCAA	Defense Contract Audit Agency
DCAS	Defense Contract Administration Services
DCASO	Defense Contract Administration Services Office
DCASR	Defense Contract Administration Service Regions
DCSA	Defense Construction Supply Agency
DCSC	Defense Construction Supply Center, Columbus, OH
DD	Defense Depot
DDC	Defense Documentation Center/Demurrage and Detention Charges
DEFCON	Defense Condition
DEMIL	Demilitarization
DESC	Defense Electronics Supply Center, Dayton, OH
DET	Detachment/Detail
DFARS	Defense Acquisition Regulation Supplement
DFR	Defense Fuel Region
DFSC	Defense Fuel Supply Center, Washington, DC

DFT	Deployment For Training
DGSA	Defense General Supply Agency
DGSC	Defense General Supply Center, Richmond, VA
DI	Document Identifier
DIAL	Deficiency in Allowance List
DIC	Document Identifier Code
DIDS	DLSC Integrated Data Systems
DIIP	Defense Inactive Item Program
DIPEC	Defense Industrial Plant Equipment Center
DISC	Defense Industrial Supply Center, Philadelphia
DISCON	Discrepancy in Shipment Confirmation (SF 363)
DISREP	Discrepancy in Shipment Report (SF 361)
DISREPS	Discrepancy in Shipment Report System
DLA	Defense Logistics Agency
DLR	Depot Level Repairable
DLSC	Defense Logistics Services Center
DMI	Departmental Management Inspection
DMR	Date Material Required
DMS	Defense Materials System
DOD	Department of Defense
DODAAC	DOD Activity Address Code
DODAAD	DOD Activity Address Directory
DODAC	DOD Ammunition Code
DOP	Designated Overhaul Point
DOT	Department of Transportation
DPSC	Defense Personnel Support Center, Philadelphia, PA
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing System
DSA	Defense Supply Agency
DSC	Defense Supply Center
DSSP	Direct Supply Support Points
DTG	Date Time Group
DTO	Direct Turnover
DTS	Defense Transportation System

E

E3	CBL Funded & Controlled Contingency Material
EAC	Estimate at Completion
EAOS	Expiration of Active Obligated Service
ECC	Equipment Cost Code
EDD	Estimated Delivery Date
EDP	Electronic Data Processing

EFTO	Encrypted for Transmission Only
EIC	Equipment Identification Code
EOB	Expense Operating Budget
EQUIPO	Equipment Office
ERO	Equipment Repair Order
ERPAL	Electronic Repair Parts Allowance List
ESD	Estimated Shipping Date
ESO	Electronics Supply Office
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
EWO	Equipment Work Order
EWORS	Equipment Work Order Reporting System

E

FAA	Federal Aviation Agency
FAADCLANT	Fleet Accounting and Disbursing Center, Atlantic
FAADCPAC	Fleet Accounting and Disbursing Center, Pacific
FACSO	NAVFAC Facilities Systems Office
F/AD	Force Activity Designator
FAK	Freight All Kinds
FAMREP	Fleet Reporting of Retrograde Material
FAR	Federal Acquisition Regulation
FDL	Fast Deployment Logistics
FEDLOG	Federal Logistics Data
FEX	Field Exercise
FIFO	First in First out
FILDR	Federal Item Logistics Data Record
FILL	Fleet Issue Load List
FISC	Fleet Industrial Supply Center
FIR	Financial Inventory Report
FIRL	Fleet Issue Requirements List
FIRM	Fleet Intensified Repairable Management
FLR	Fleet Level Repairable
FLSIP	Fleet Logistics Support Improvement Program
FM	Field Manual
FMAV	Financial Management Assistance Visit
FMP	Fleet Modernization Program
FMSO	Fleet Material Support Office
FOA	Fitting Out Activity
FOB	Free On Board
FOCSL	Fleet Oriented Consolidated Stock List
FOSSAC	Fitting Out Supply Support Assistance Center
FOUO	For Official Use Only
FPO	Fleet Post Office

FPSM	Fleet Program Support Material
FRAA	Fleet Repairables Assistant Agent
FSA	Fleet Support Assets
FSC	Federal Supply Classification
FSS	Federal Supply System
FSSG	Force Supply Support Group
FSO	Field Support Office
FTA	Final Title Accounts
FTX	Field Training Exercise
FY	Fiscal Year
FYDP	Five Year Defense Plan
FYTD	Fiscal Year To Date

G

GBI	Gain By Inventory
GBL	Government Bill of Lading
GEIR	GPETE End Item Replacement
GFE	Government Furnished Equipment
GFM	Government Furnished Material
GINO	GPETE Initial Outfitting
GMT	Greenwich Mean Time or General Military Training
GPETE	General Purpose Electronic Test Equipment
GPLD	Government Property Lost or Damaged
GSA	General Services Administration
GSE	Ground Support Equipment

H

HAZMAT	Hazardous Material
HCA	Head of Contracting Activity
HDF	Historical Demand File
HE	High Explosives
HERO	Hazard Of Electromagnetic Radiation or Ordnance
HIVAC	High Value Asset Control
HHG	Household Goods
HL	High Limit
HME	Hull, Mechanical and Electrical Allowance List
HQ	Headquarters
HSC	Hardware System Command

I

I&A	Inspection and Acceptance
ICP	Inventory Control Point or Internal Control Program
IDC	Identification Delivery Contracts
IDTC	Indefinite Delivery Type Contracts
IIN	Item Identification Number
ILCO	International Logistics Control Office
ILO	Integrated Logistics Overhaul
ILP	International Logistics Program
ILS	Integrated Logistics Support
IMA	Intermediate Maintenance Activity
IMPP	Industrial Mobilization Planning Program
IMRL	Individual Material Readiness List
IOL	Initial Outfitting List
IPB	Illustrated Parts Breakdown
IPD	Issue Priority Designator
IPE	Industrial Plant Equipment (Plant Property Class 4)
IPG	Issue Priority Group
IPL	Interim Parts List
IRRD	Issue/Receipt Release Document
ISL	Integrated Stock List
ISO	International Shipping Organization
ISSA/ISA	Inter/Intra-Service Support Agreement
ISSG	Illustrated Shipboard Shopping Guide
ISSOT	Intra-Fleet Supply Support Operations Team
ISSP	Inter- Supply Support Program
IT	Information Technology

J

J&A	Justification and Approval
JAMTO	Joint Army Military Ticket Office
JANAP	Joint Army, Navy, Air Force Publication
JCN	Job Control Number
JCS	Joint Chiefs of Staff
JD	Julian Date
JON	Job Order Number
JOPEs	Joint Operation Planning Exercise System
JSN	Job Sequence Number or Job Serial Number
JTR	Joint Travel Regulations
JUMPS	Joint Unified Military Pay System

K

KIL Kit Inventory List

L

L-3 Final Title Parts Support Material Funded by NAVFAC OPN
 LANT Atlantic
 LAP Location Audit Program
 LAPL Lead Allowance Parts List
 LBI Loss By Inventory
 LBS Loss By Survey
 LCP Logistics Capabilities Plan
 LDS Logistics Data System
 LES Leave and Earnings Statement
 LGM Logistics Guidance Memorandum
 L/I Line Item
 LIDS Logistics Information Data Study
 LIRC List of Items Returnable for Credit
 LL Low Limit
 LMA Logistics Management Assessment
 LMC Local Management Code
 LOGAIR A Scheduled Cargo Airlift System Utilizing Commercial Air
 Carriers Under Contract to USAF
 LOGMARS Logistics Applications of Automated Marking and Reading
 Symbols
 LOGREP Logistics Representative
 LOGREQ Logistics Request
 LSA Logistics Support Analysis
 LSR Logistics Support Requirements
 LT Long Ton
 LTDSTD Limited Standard

M

M-3 Technical Manuals Funded and Controlled by CESO
 MAAG Military Assistance Advisory Group
 MAF Maintenance Action Form
 MAL Mobilization Allowance List
 MAM Maintenance Assist Module
 MAP Military Assistance Program
 MARP Manpower Allocation/Requirements Plan
 MARS Military Affiliate Radio System

COMSECONDNCB/COMTHIRDNCBINST 4400.3

MATCO	Military Air Traffic Coordinating Office (CONUS)
MAV	Management Assist Visit
MCC	Material Control Code
MCF	Material Completed File
MCI	Meals, Combat, Individual
MCO	Maintenance Check-Off
MCON	Military Construction, Navy
MCRL	Master Cross-Reference List (Navy)
MD	Man-Day
MDS	Maintenance Data System
MEASURE	Metrology Automated System for Uniform Recall and Reporting
MEC	Military Essentiality Code
MEF	Marine Expeditionary Force
MEDS	Mechanized Embarkation Data System
METER	Metrology Equipment Recall and Report
METRL	Metrology Requirements List
MFOEDL	Monthly Filled Order/Expenditure Difference Listing
MFR	Memorandum Financial Record
MEU	Marine Expeditionary Unit
MEU(SOC)	Marine Expeditionary Unit (Special Operations Capable)
M/H	Manhour
MHE	Material Handling Equipment
MIAC	Material Identification and Accounting Codes
MIAEL	Master Index of AELs
MIAPL	Master Index of APLs
MILCON	Military Construction
MILCON PO	Military Construction Program Objectives
MILSCAP	Military Standard Contract Administration Procedures
MILSTAAD	Military Standard Activity Address Directory
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTD	Military Standard
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedure
MILSTRIP	Military Standard Requisitioning and Issue Procedure
MILVAN	Military-Owned Demountable Container Conforming to U.S. and International Standards (see SEAVAN)
MIPR	Military Interdepartmental Purchase Request
MIS	Management Information System
ML	Material Listing

ML-C	Management List-Consolidated
MLI	Munitions List Items
ML-N	Management List-Navy
MLO	Material Liaison Office
MLSF	Mobile Logistic Support Force (Now CSF Combat Support Force)
M-L-S-R	Missing-Lost-Stolen-Recovered
MMC	Material Management Code
MML	Master Material List
MMSA	Medical Material Supply Agency
MOBCON	Mobilization Construction Plan
MOCC	Mount-Out Control Center
MOD	Modifier (ie, NAVSUP Modifier - MOD 96, 97, 98)
MOF	Material Outstanding File
MOM	Military Ordinary Mail
MOTBA	Military Ocean Terminal Bay Area
MOTBY	Military Ocean Terminal Bayonne
MOU	Memorandum of Understanding
MOV	Material Obligation Validation (Internal/External)
MPD	Movement Priority Designator
MPN	Military Personnel, Navy
MPSA	Military Petroleum Supply Agency
MRD/MRO	Material Release Document/Order
MRE	Meals, Ready to Eat
MRIL	Master Repairable Item List
MRMR	Mobilization Reserve Material Requirements
MRP	Material Returns Program/Maintenance of Real Property
MRPL	Manufacturer's Recommended Parts List
MRQ	Maximum Release Quantity
M&S	Media and Status Code
MSC	Military Sea Lift Command
MSDS	Material Safety Data Sheet
MSG	Message
MSR	Main Supply Route
MSSA	Military Supply Support Agency
MSSO	Military Subsistence Supply Office
MSTS	Military Sea Transportation Service
MTA	Military Transportation Authorization
MTIS	Material Turned In To Store
MTMA	Military Traffic Management Agency
MTMC	Military Traffic Management Command
MTMCEA	Military Traffic Management Command, Eastern Area
MTMCWA	Military Traffic Management Command,

	Western Area
MTMR	Military Traffic Management Regulation (NAVSUP P-444)
MTO	Material Take-Off
MUSE	Mobile Utility Support Equipment
MUST	Maximum Utilization of Skills and Training
MVO	Money Value Only
MWO	Modification of Work Order
MWR	Morale, Welfare, and Recreation

N

NAF	Nonappropriated Fund
NALC	Navy Ammunition Logistics Code
NALCO	Naval Air Logistics Control Officer
NARDAC	Navy Regional Data Automation Center
NARSUP	Navy Acquisition Regulation Supplement
NAS	Naval Air Station
NATO	North Atlantic Treaty Organization
NATCO	Navy Air Traffic Coordinating Office
NAVAIR	Naval Air Systems Command, Washington, DC
NAVCOMPT	Navy Comptroller
NAVELEX	Naval Electronic Systems Command, Washington, DC
NAVFAC	Naval Facilities Engineering Command (NAVFACENGCOM)
NAVGRAM	Naval Telegram
NAVICP	Navy Inventory Control Point
NAVMTO	Navy Material Transportation Office
NAVORDSYSCOM	Naval Ordnance Systems Command
NAVPERS	Bureau of Naval Personnel
NEXCOM	Navy Resale and Services Support Office
NAVSCOLCONST	Naval Schools Construction
NAVSCOLTRANMGT	Navy School of Transportation Management
NAVSEA	Naval Sea Systems Command, Washington, DC
NAVSEEACT	Naval Shore Electronics Engineering Activity
NAVSHIPSYSYSCOM	Naval Ship Systems Command
NAVSUP	Naval Supply Systems Command (NAVSUPSYSCOM)
NBC	Nuclear, Biological, and Chemical
NBG	Naval Beach Group
NC	Not Carried
NCB	Naval Construction Brigade
NCEL	Naval Civil Engineer Laboratory
NCF	Naval Construction Force
NCFSU	Naval Construction Force Support Unit
NCPD	Navy Current Procurement Directive
NCR	Naval Construction Regiment
NCTC	Naval Construction Training Center
NEC	Navy Enlisted Classification
NFC	Navy Finance Center
NFCS	Navy Field Contracting System
NICN	Navy Item Control Number
NIF	Naval Industrial Fund
NIIN	National Item Identification Number
NILCO	Naval Internal Logistics Control Office
NIML	Navy Interest Management List

NIS	Not In Stock
NMC	Naval Material Command
NMCB	Naval Mobile Construction Battalion
NMCS	Not Mission Capable-Supply
NMDL	Navy Management Data List
NMF	Navy Management Fund
NMFC	National Motor Freight Classification
NMP	Navy Manning Plan
NMPC	Naval Military Personnel Command
NMTO	Naval Material Transportation Office
NOACT	Navy Overseas Air Cargo Terminal
NOF-13	NON OCCUPATIONAL FIELD 13
NORS	Not Operationally Ready Supply
NPO	Navy Petroleum Office
NPPS	Navy Publications and Printing Service
NRCC	Naval Regional Contracting Center
NRCO	Navy Regional Contracting Office
NRFI	Not Ready For Issue
NRO	Navy Retail Office
NRSO	Navy Resale Systems Office
NSA	Navy Stock Account
NSF	Navy Stock Fund
NSMP	Navy Support and Mobilization Plan
NSN	National Stock Number
NSSO	Navy Ships Store Office
NTDS	Navy Tactical Data System
NVD	Night Vision Devices

Q

O&MN	Operation and Maintenance, Navy
O&MN-R	Operation and Maintenance, Navy - Reserve
O&ST	Order and Shipping Time
OF-13	Occupational Field 13
OFSE	Operating Forces Support Equipment
OIC	Officer in Charge
OICC	Officer in Charge of Construction
OMB	Office of Management and Budget
OPCON	Operational Control
OPLAN	Operation Plan
OPLOC	Operating Location
OPN	Other Procurement, Navy
OPORDER	Operational Order
OPTAR	Operating Target Funds

ORDALTS	Ordnance Alterations
ORI	Operational Readiness Inspection
OSA	Outfitting Supply Activity
OSI	Operating Space Item or Operating Space Inventory
OSO	Other Supply Officer
OSR	OPTAR Status Report
OTA	Outstanding Travel Advance
OTK	Other Than Kit

P

P&E	Planning and Estimating
PAF	Procurement Action File
PAL	Parcel Airlift Mail
PAR	Personnel Advancement Requirement
PATF	Procurement Action Tickler File
PC&H	Packing, Crating, and Handling
PCM	Procurement Control Memorandum
PCN	Permanent Control Number
PCR	Project Control Report/Program Change Request
PCS	Permanent Change of Station
PD	Priority Designator
PDD	Priority Delivery Date
PEB	Pre-Engineered Building or Pre-Expended Bin
PEETE	Portable Electrical/Electronic Test Equipment
PERT	Program Evaluation Review Technique
PIIN	Procurement Instrument Identification Number
PLA	Plain Language Address
PM	Preventive Maintenance
PMR	Procurement Management Review
PMRS	Procurement Management Reporting System
PMSR	Project Material Status Report
PN	Part Number
POA&M	Plan of Action and Milestones
POC	Point of Contact
POD	Port of Debarkation/Discharge
POE	Port of Embarkation
POIC	Petty Officer in Charge
POL	Petroleum, Oils, and Lubricants
POM	Program Objectives Memorandum
POS	Peacetime Operating Stock
POV	Privately Owned Vehicle
PP&P	Preservation, Packing and Packaging

PPB	Planning, Programming, and Budgeting (Navy System)
PPF	Purchase Payment File
PPO	Pay Personnel Office
PPTO	Personal Property Transportation Officer
PQS	Personal Qualification Standard
PR	Purchase Request
PRA	Pay Record Access
PRC-25	Back-Carried Radio Which is Part of the NMCB Allowance; More Properly AN/PRC-25
PRCP	Personnel Readiness Capability Program
PRISM	Progressive Refinement of Integrated Supply Management
PQA	Procurement Quality Assurance
PSA	Post Shakedown Availability
PSD	Personnel Support Detachment
PSE	Personnel Support Equipment
PSF	Personnel Support Facilities
PSO	Prospective Supply Officer
PSR	Procurement Status Report
PSRS	Procurement Status Reporting System
PWC	Public Works Center
PWD	Public Works Department
PWO	Public Works Officer
PWRMS	Pre-positioned War Reserve Material Stock
PWRR	Pre-positioned War Reserve Requirements
PWRS	Pre-Positioned War Reserve Stock

Q

QDR	Quality Deficiency Report
QMR	Qualitative Material Requirement
QTR	Quarter
QSSR	Quarterly SIM Status Report
QTY	Quantity

R

RADIAC	Radioactive Detection, Indication, and Computation
RAP	Revised Accounting Procedures
RCC	Reimbursable Control Code
RDD	Required Delivery Date
RDI	Readiness to Deploy Inspection

RESALEACTS	Navy Resale Activities
RESHIP	Report of Shipment
RFI	Ready For Issue
RFQ	Request for Quotations
RHSS	Requisition History Status and Summarization
RHT	Requisition History Tape
RIC	Routing Identifier Code/Repairable Identification Code
RIPS	Reduction in Inventory Parts Stock
RMS	Resource Management System
ROC	Record of Changes
ROD	Report of Discrepancy
ROH	Regular Overhaul
ROS	Required-On-Site
RPPO	Repair Parts Petty Officer
RRC	Requisition Restriction Code
RRF	Radiac Repair Facility
RSA	Readiness Support Allowances
RSF	Requisition Status File
RSG	Readiness Support Group
RSN	Reference Symbol Number
RSS	Ready Service Spares
RT	Real Time

S

SAAM	Special Assignment Airlift Mission
SAM	Space Available Mail
SAMMS	Seabee Automated Mobile Management System
SALTS	Streamlined Automated Logistics
	Transmission System
SAVE	Shortage and Valuable Excess
SCBT	Seabee Construction Battalion Training
SCC	Supply Condition Code
SDCD	Sea Duty Commencement Date
SDCP	Supply Demand Control Points
SDD	Standard Delivery Date
SDN	Standard Document Number
SEAS	Supply, Edit, Audit, and SIM
SEAVAN	Commercial or Government-Owned (or Leased) Shipping
	Container Moved via Ocean Transportation Without Bogey
	Wheels Attached
SFM	Supply and Financial Management Subsystem
SIM	Selected Item Management
SIMA	Shore Based Intermediate Maintenance Activity

SKO	Sets, Kits, Outfits
SL	Shelf Life or Safety Level
SLAC	Shelf Life Action Code
SLC	Shelf Life Code
SLC	Seabee Logistics Center
SLCC	Summary List of Component Changes
SLEC	Summary List of Equipage Changes
SMCC	Special Material Contents Code
SMIC	Special Material Identification Code
SNAP	Shipboard Nontactical Automated Data Processing System
SNDL	Standard Navy Distribution List
SNSL	Stock Number Sequence List
SOEAPL	Summary of Effective Allowance Parts/Equipage Lists
SOP	Standard Operating Procedures
SOPA	Senior Officer Present Afloat
SORM	Supply Organization and Regulations Manual
SOS	Source of Supply
SPETERL	Ship Portable Electrical/Electronic Test Equipment Requirements List
SRC	Stock Record Card
SRF	Stock Record File
SRI	Storeroom Item
SSC	Supply Support Center
SSL	SERVMART Shopping List
ST	Short Tons (2,000 lbs)
STD	Standard
STEM	Seabee Tactical Equipment Management System
STEMIS	Seabee Tactical Equipment Management Information System
STO	Standard Transfer Order
SUADPS	Shipboard Uniform Automated Data Processing System
SUPARS	Navy Supply Acquisition Publication Supplement
SUPMIS	Supply Management Information System
SWOP	Special Weapons Ordnance Publication

I

TAC	Transportation Account Code
TAD	Temporary Additional Duty
TBA	Table of Basic Allowances or To Be Announced
TBD	To Be Determined
TCMD	Transportation Control and Movement Document

TCN	Temporary Control Number or Transportation Control Number
TL	Transmittal Letter
TM	Technical Manual
TMINS	Technical Manual Identification Numbering System
T/O	Turnover
TOA	Table of Allowance
TOB	Technical Operating Budget
TOR	Technical Override or Time of Receipt
TP	Transportation Priority (TP1, TP2, TP3, TP9)
TR	Transportation Request
TYCOM	Type Commander

U

UADPS	Uniform Automated Data Processing System
UCMJ	Uniform Code of Military Justice
UCT	Underwater Construction Team
UFI	Unfit for Issue
U/I	Unit of Issue
UIC	Unit Identification Code
UL	Unit Load
UMIDS	Uniform Microcomputer Disbursing System
UMMIPS	Uniform Material Movement and Issue Priority System
UNCLAS	Unclassified
UND	Urgency of Need Designator
URG	Urgency

V

VOS	Virtual Operating System
VREP	Vendor Receipts and Expediting Program

W

WPN	Weapons Procurement Navy
WT	Weight
WRMS	War Reserve Material Stock
WC	Work Center

X

XRF

Cross - Reference File

APPENDIX H**MONTHLY SUPPLY OFFICERS REPORT TO THE COMMANDING OFFICER**

FROM: SUPPLY OFFICER, NMCB _____
 TO: COMMANDING OFFICER, NMCB _____

SUBJ: SUPPLY OFFICER MONTHLY REPORT TO THE COMMANDING OFFICER
 FOR (MONTH, YEAR)

ENCL: (1) DEPARTMENTAL BUDGET REPORT (SNAP GENERATED)
 (2) OUTSTANDING CASREPS WITH STATUS (HEADINGS SHALL INCLUDE THE FOLLOWING: ALPHA CO REQUEST NUMBER, EQUIPMENT DESCRIPTION, USN NUMBER, REQUISITION NUMBER, QUANTITY/UI, EXTENDED MONEY VALUE, NSN/NOMENCLATURE, STATUS, AND DATE RECEIVED-LIST ONLY CASREPS RECEIVED SINCE LAST REPORT)
 (3) REPORT OF CUU'S ISSUED (REPORT SHOULD IDENTIFY INITIAL ISSUE FROM REPLACEMENT ISSUE AND SHOULD INCLUDE THE NUMBER OF CUU'S COLLECTED FOR REISSUE)

PART I - FINANCIAL MANAGEMENT**1. OPTAR STATUS**

UIC _____ (NMCB)

CCG	FYTD GRANT	FYTD OBLIGATIONS	FYTD BALANCE	% EXPENDED
01				
04				
08				
TOTAL GRANT				

UIC _____ (SEABEE CAMP)

CCG	FYTD GRANT	FYTD OBLIGATIONS	FYTD BALANCE	% EXPENDED
01				
02				
03				
TOTAL GRANT				

SEE ENCL (1) FOR BREAKDOWN

2. UIC: _____ (NMCB)

A.	NUMBER OF OUTSTANDING REQUISITIONS:	
B.	DOLLAR VALUE OF CANCELLATIONS GENERATED:	

UIC: _____ (CAMP)

A.	NUMBER OF OUTSTANDING REQUISITIONS FY 95:							
B.	NUMBER OF OUTSTANDING REQUISITIONS FY 96:							
C.	NUMBER OF OUTSTANDING REQUISITIONS FY 97:							
1.	NUMBER OF REQUISITIONS WITH AS1 STATUS:							
2.	NUMBER OF REQUISITIONS WITH STATUS (OTHERS):							
3.	NUMBER OF REQUISITIONS WITHOUT STATUS:							
4.	NUMBER OF CONTINUING SERVICES:							
5.	NUMBER OF REQUISITIONS FOR THE MONTH:							
D.	DOLLAR VALUE O CANCELLATIONS GENERATED:							
E.	DATE OF LAST INTERNAL MOV:		IPG 1		IPG 2		IPG 3	
F.	DATE OF LAST EXTERNAL MOV:							
G.	DATE OF OLDEST UNPROCESSED DEALER'S BILL:							
H.	NUMBER OF UNPROCESSED DEALER'S BILLS:							

3. LAST SFOEDL RECEIVED:

MONTH:	DATE RCVD:	DATE DUE:	STATUS:

4. UMMIPS PERFORMANCE (UND A - B < 55%)

UND	NR OF DOCUMENTS	PERCENT
A		
B		
C		

PART II - INVENTORY MANAGEMENT

1. SPOT INVENTORIES CONDUCTED THIS MONTH (VALIDITY GOAL 95%)

OUTLET	# ITEMS	# ERRORS	% VALIDITY
ARP (SIM)			
ARP (NON-SIM)			
CTR (KITS)			
CTR (SHELF)			
MLO (PROJECT)			
MLO (EXCESS)			
CSR (COMM)			
CSR (WEPS)			
CSR (CAMP MAINT)			
CSR			

CUU			
782			
CBR			
TOTAL			

2. SUPPLY EFFECTIVENESS (FROM MICRO-SNAP RPT 132):

	NIS/NC DEMAND	STK ISSUE	TOTAL DEMAND	NET 95/85%	GROSS 65%	NC RATE 30%
REPAIR PARTS						
SIM						
NON-SIM						
CONSUMABLES						
SIM						
NON-SIM						

3. INVENTORY ADJUSTMENT

A.	GAIN BY INVENTORY	
B.	LOSS BY INVENTORY	

4. STOCK POSTURE (AT CODE 1, 4, 5, AND 9)

A.	RANGE (GOAL > 95%)	
B.	DEPTH (GOAL > 85%)	
C.	STOCK NOT REORDERED	\$

5. WORK STOPPAGE/POTENTIAL WORK STOPPAGE PROJECT MATERIALS:

PROJECT #	REQN #	STATUS

6. NORS/ANORS REQUISITIONS

NUMBER OF NORS/ANORS REQUISITIONS COMPLETED	AVERAGE RECEIPT TIME (GOAL <60 DAYS)

7. CONTAINER AVAILABILITY (GOAL 90%)

A. TOA ALLOWANCE	B. NUMBER ON HAND	C. NUMBER O/H CERTIFIED	D. NUMBER DUE	E. PERCENT (C/A)

8. PACKING/PROCESSING TIMES FOR TOA:

A.	AIR DET (GOAL 48 HOURS)	
B.	AIR ECHELON (GOAL 6 DAYS)	
C.	SEA ECHELON (GOAL 6 DAYS)	

PART III - FOOD SERVICE RECORDS AND RETURNS**1. INVENTORY MANAGEMENT**

A.	SPOT CHECKS (AT LEAST TWO SPOT CHECKS MUST BE CONDUCTED EACH MONTH):			
	SPOT CHECK DATE	# ITEMS	# ERRORS	% VALIDITY
B.	SPOT INVENTORY PERCENTAGE (GOAL 5%)			
	TOTAL LINE ITEMS SPOT CHECKED	TOTAL LIME ITEMS CARRIED	PERCENT INV SPOT CHECKED	

2. FINANCIAL MANAGEMENT

A.	GENERAL MESS CONTROL RECORD IS CURRENT WITHIN THREE WORKING DAYS: (YES / NO)		
	(IF NO, EXPLAIN WHY):		
B.	OVER/UNDER ISSUE BY:	\$	
C.	PRIVATE MESS IS / IS NOT IN ARREARS ON MESS BILLS FOR :		
	MONTH OF OVERDUE BILL:		
	VALUE:		\$

PART IV - FOOD SERVICE PREPARATION AND SANITATION**1. SANITATION MANAGEMENT**

A.	DATE AND SCORE OF BI-MONTHLY SANITATION INSPECTIONS:			
	DATE	SCORE	DATE	SCORE
B.	REEFERS LAST CLEANED/DEFROSTED ON THE FOLLOWING DATES:			
		CLEANED	DEFROSTED	
	CHILL BOX #1			
	CHILL BOX #2			
	FREEZE BOX #1			
	REACH IN FREEZERS			
	REACH IN REEFERS			
C.	ARE ALL REFRIGERATION UNITS MAINTAINING REQUIRED TEMPERATURES: YES / NO			
	IF NO, PROVIDE ACTION TAKEN (IE., TROUBLE CALL NUMBER/ALTERNATIVE STOWAGE LOCATION ECT...)			

2. GENERAL MANAGEMENT

A.	NUMBER OF MESS COOKS ASSIGNED:	
	NUMBER OF MESS COOKS AUTHORIZED:	
	NUMBER OF MESS COOKS ROTATING WITHOUT RELIEF:	
B.	SIGNIFICANT FOOD SERVICE ISSUES:	

3. INOPERATIVE GALLEY EQUIPMENT

ITEM	TROUBLE CALL NUMBER	REQUISITION NUMBERS	STATUS

PART V - DISBURSING

1.	LAST MONTHLY SUPPLY OFFICER REVIEW OF DISBURSING RECORDS CONDUCTED (DATE):	
2.	LAST SURPRISE CASH VERIFICATION CONDUCTED (DATE):	
3.	TRAVEL CLAIMS AS OF THIS REPORT:	
	TOTAL OUTSTANDING	
	TOTAL OVER 15 DAYS	
	OLDEST CLAIM (DATE):	
4.	DATE OF LAST DEPOSIT:	
5.	PERCENT OF CREW MEMBERS ENROLLED IN DDS:	
6.	NUMBER OF ACCOUNTS OUT OF BALANCE	

PART VI - POSTAL OPERATIONS

1.	LAST MONTHLY SUPPLY OFFICER'S REVIEW OF POSTAL CLERKS RECORDS (DATE):	
2.	LAST SURPRISE POSTAL VERIFICATION CONDUCTED (DATE):	
3.	LAST POSTAL EXPENDITURE REPORT SUBMITTED (DATE):	

 SUPPLY OFFICER

 COMMANDING OFFICER

COPY TO:
2NCB OR 3NCB (CODE N4)

NOTE: SUPPLY OFFICERS MONTHLY REPORTS ARE TO BE SUBMITTED BY THE SUPPLY OFFICER, SIGNED BY THE COMMANDING OFFICER AND RETAINED BY THE SUPPLY OFFICER . THESE REPORTS ARE REQUIRED DURING DEPLOYMENT. SUBMISSION OF REPORTS DURING HOMEPORT IS AT THE DISCRETION OF THE UNIT COMMANDING OFFICER.

APPENDIX I**LOGISTICS PUBLICATIONS AND INSTRUCTIONS**

1. This appendix lists publications and instructions to be used with this manual to conduct supply operations. These publications and instructions contain information that pertains to the day to day operation of the supply department. Supply departments should have these publications and instructions available and ensure they are current.

Note: This list does not include the basic manuals of supply operation (i.e., NAVSUP P485, NAVSO 3013-2, FEDLOG, Navy Logistics Library, etc.) which are required for all supply operations Navy wide.

Note: COMSECONDNCBNOTE 5215, LIST OF EFFECTIVE DIRECTIVES, is a numerical list of effective COMCBLANT, COMCBPAC/COMCBLANT, COMSECONDNCB/COMTHIRDNCB, and COM TWENTY-SECOND NCR directives.

A. COMSECONDNCB/COMTHIRDNCB INSTRUCTIONS

1500.1A	Naval Construction Force Training Requirements
1500.2	Naval Construction Force Training Program and Policy
4454.2A	Management of International Standardization Organization Containers
4600.1	Coordination of Transportation Requirements for Naval Construction Battalion (NMCB) Rotations
5230.1	Table of Allowance Automated Data Processing Hardware Phased Replacement and Rotatable Pool Program
5600.1	Instruction for Initial Outfitting and Maintenance of Civil Engineer Support Equipment Technical Manuals
7010.1	Moral, Welfare and Recreation Activities
11200.2A	Government Vehicle use by Deployed Naval Construction Force Personnel
11200.4	Civil Engineer Support Equipment (CESE) Component Overhaul Program.

B. COMCBPAC/COMCBLANT INSTRUCTIONS

3120.1A	COMCBPAC/COMCBLANT/COMRNCF Embarkation Manual
5230.3	Promulgation of COMCBPAC/COMCBLANT Automated Information Systems Operations Manual

C. COMSECONDNCB INSTRUCTIONS

3502.1	Deployment-For-Training Program
4410.1A	Augment Tool Program Management
4440.2A	Management of Final Title Account E-3
5239.1	Information Systems Security Program
5450.6A	Functions and Responsibilities of SECONDNCB Details Europe and Atlantic
7300.1	Operating Target Administration, Budget and Accounting

D. COMCBLANT

10370.1C	Construction Programming, Planning, Material Support , and Construction Cost (MLO instruction)
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E. MISCELLANEOUS INSTRUCTIONS

OPNAVINST 4060.4B	Establishment of Auxiliary Retail Outlet (ARO)
SECNAVINST 5603.2D	Printed Material for Official Ceremonies
NAVFACINST 4423.1C	Modification and Documentation of Naval Facilities Engineering Command (NAVFACENGCOM) Managed Tables of Allowance (TOAs)
DFAS OK OPLOC 7000.2-M	Naval Construction Battalion Manual
COMNAVRESFOR	Naval Reserve Logistics Support Handbook

P-4000.1

APPENDIX J**SNAP II REPORT GENERATION AND PROCESSING**

1. This appendix shall be used as a supplemental directive to the NAVSUP P-485, Appendix 25. While the Leading SK and Supply Officer are required to review and annotate specific reports, they are strongly to review all reports to ensure supply personnel understand and are able to process all reports. All reports requiring processing shall be annotated with the date and signature of the person(s) processing the report. This appendix will assist in the processing of Micro-SNAP reports.

A. ANNUAL REPORTS

REPORT 086

TITLE: END OF YEAR CLOSE OUT
RETENTION: CURRENT
PROCESSING: NO PROCESSING REQUIRED USED. FOR HISTORY.

B. SEMIANNUAL REPORTS

REPORT 141

TITLE: STOCK RECORD EXCEPTION LIST
RETENTION: CURRENT
PROCESSING: USED TO IDENTIFY DISCREPANCIES IN THE STOCK RECORD FILE. CORRECT AREAS IDENTIFIED

C. QUARTERLY REPORTS

REPORT 042

TITLE: STOCK STATUS LIST (COMPLETE)
RETENTION: CURRENT
PROCESSING: NO PROCESSING REQUIRED. USED AS A BACK-UP WHEN SYSTEM IS DOWN.

REPORT 048

TITLE: STOCK LOCATOR LIST (NIIN SEQUENCE)
RETENTION: CURRENT
PROCESSING: NO PROCESSING REQUIRED. USED AS A BACKUP WHEN

SYSTEM IS DOWN AND FOR QUICK LOCATION REFERENCE
IN OUTLETS. (DISTRIBUTE ONE TO EACH OUTLET THAT HAS
AN INVENTORY IN THE COMPUTER)

REPORT 100

TITLE: STOCK RECORD/DUE RECONCILIATION (FIX DUES)
RETENTION: CURRENT
PROCESSING: NO PROCESSING REQUIRED. USED TO CORRECT DUES ON
STOCK RECORD CARDS. COMPUTER ZERO'S ALL DUES ON
STOCK RECORDS CARDS THEN BOUNCES CARDS AGAINST
MATERIAL OUTSTANDING FILE AND POSTS ACCURATE
DUES.

REPORT 080

TITLE: SFM ACCESS LIST
RETENTION: CURRENT
PROCESSING: REVIEW LIST FOR PERSONNEL TRANSFERRED, ADVANCED,
OR ROTATED BETWEEN JOB RESPONSIBILITIES. MAKE
APPLICABLE CHANGES TO LIST AND UPDATE MICRO-SNAP.

D. MONTHLY REPORTS

REPORT 021

TITLE: MECHANIZED BUDGET OPTAR REPORT (BOR)
RETENTION: 5 FISCAL YEARS
PROCESSING: VALIDATE FIGURES AGAINST PREVIOUS BOR, TL'S,
SFOEDL TRACKING LOG AND MOST RECENT SFOEDL THIS
LISTING SHALL BE REVIEWED BY LEADING SK AND SUPPO.
**ALWAYS RUN A TRIAL REPORT PRIOR TO GENERATING A
"LIVE REPORT".**

REPORT 042

TITLE: STOCK STATUS LISTING (SHELF LIFE)
RETENTION: CURRENT
PROCESSING: EACH OUTLET LPO WILL PRINT THIS LISTING BY
LOCATION INDICATING THE CURRENT MONTH AND YEAR AS
THE LOCATION REQUIRED, FOR EXAMPLE: 04/95 FOR APRIL
1995. IF ALL SHELF LIFE MATERIAL IS ENTERED INTO THE
COMPUTER THIS WAY MATERIAL CAN BE RPTATED PRIOR

TO EXPIRATION DATE.

REPORT 042

TITLE: STOCK STATUS LISTING (SUPPLEMENTAL)
RETENTION: CURRENT
PROCESSING: THE SUPPLEMENTAL ONLY LISTING CONTAINS STOCK RECORDS WHICH WERE UPDATED SINCE THE LAST COMPLETE STOCK STATUS LIST. (ALSO REPORT 042).IT SERVES AS A BACKUP IN CASE OF SYSTEM FAILURE AND ALSO CAN BE RUN BY LOCAL MANAGEMENT CODE (LMC) TO SHOW SPECIFIC ITEMS.

REPORT 049

TITLE: NAVCOMPT 2157 MESSAGE BUDGET OPTAR REPORT (BOR)
RETENTION: 5 FISCAL YEARS
PROCESSING: VALIDATE FIGURES AGAINST PREVIOUS BOR, TL'S, SFOEDL TRACKING LOG AND MOST RECENT SFOEDL. REPORT SHALL BE REVIEW BY LEADING SK AND SUPPO PRIOR TO BEING RELEASED. **ALWAYS RUN A TRIAL REPORT PRIOR TO GENERATING A "LIVE" REPORT.**

REPORT 063

TITLE: OUTSTANDING AND COMPLETED REQN FILE LISTING
RETENTION: CURRENT
PROCESSING: THE FINANCIAL SK WILL USE THIS LISTING FOR SFOEDL RESEARCH.

REPORT 064

TITLE: ISSUE LISTING
RETENTION: CURRENT
PROCESSING: USED TO TRACK ISSUES. REPORT CAN BE PRINTED IN NIIN SEQUENCE TO TRACK INDIVIDUAL NIIN ISSUES OR IN REQUEST NUMBER SEQUENCE TO TRACK DEPARTMENTAL ISSUES. THIS LISTING WILL SHOW ISSUE COMPLETION DATES AND OPEN ISSUE DOCUMENTS.

REPORT 067

TITLE: GAIN BY INVENTORY REPORT
RETENTION: 1 FISCAL YEAR

PROCESSING: SHOULD BE REVIEWED BY LEADING SK FOR UNUSUAL GAINS IN INVENTORY AND HIGH DOLLAR VALUE GAINS. **THIS LISTING SHALL BE REVIEWED BY LEADING SK AND SUPPO.**

REPORT 068

TITLE: LOSS BY INVENTORY REPORT
RETENTION: 1 FISCAL YEAR
PROCESSING: SHOULD BE REVIEWED BY LEADING SK FOR UNUSUAL LOSSES IN INVENTORY AND HIGH DOLLAR VALUE LOSSES. **THIS LISTING SHALL BE REVIEWED BY LEADING SK AND SUPPO.**

REPORT 071

TITLE: REQUISITION HISTORY FILE
RETENTION: 5 FISCAL YEARS
PROCESSING: THIS LISTING IS PRODUCED AFTER THE REQUISITION HISTORY TAPE (RHT) HAS BEEN PROCESSED. THE TAPE IS COMBINED WITH PREVIOUS MONTH'S RHT'S. THE LISTING'S ARE USED BY THE FINANCIAL SK FOR SFOEDL RESEARCH.

REPORT 073

TITLE: OUTSTANDING REQN FILE LIST (WITH STATUS)
RETENTION: CURRENT
PROCESSING: LEADING SK AND FINANCIAL SK WILL REVIEW THIS LISTING FOR OVERAGED AS1 STATUS, PAST DUE ESD'S ON AB1 STATUS, OPEN BA STATUS, BLOCKS OF REQN'S WITH NO STATUS, UNSATISFACTORY ESD ON BACKORDERED REQN'S, AND ANY STATUS THAT IS NOT OPERATIONALLY SATISFACTORY.

REPORT 085

TITLE: BUDGET STATUS REPORT
RETENTION: 1 FISCAL YEAR
PROCESSING: REVIEW BY LEADING SK AND SUPPO TO MONITOR STATUS OF FUNDS FOR POSSIBLE REDISTRIBUTION OR BUDGET SHORTFALLS.

REPORT 131

TITLE: GLOBAL LEVEL SETTING EXCEPTION LISTING

RETENTION: CURRENT
 PROCESSING: THIS LISTING IS AUTOMATICALLY PRODUCED AFTER RUNNING THE GLOBAL LEVEL SETTING PROCESS. THIS LISTING PROVIDES A SUMMARY OF THE NUMBER OF RECORDS WHICH WERE DELETED DURING GLOBAL LEVEL SETTING AND THE NUMBER OF RECORDS CHANGED.

REPORT 132

TITLE: DEMAND EFFECTIVENESS REPORT
 RETENTION: CURRENT FISCAL YEAR
 PROCESSING: USED TO MONITOR GROSS AND NET EFFECTIVENESS OF MATERIAL REQUIREMENTS AGAINST STOCK. **THIS LISTING SHALL BE REVIEWED BY LEADING SK AND SUPPO.**

REPORT 165

TITLE: INTERNAL MATERIAL OBLIGATION VALIDATION (MOV)
 RETENTION: FROM LMA TO LMA
 PROCESSING: FORWARD TO WORK CENTER/DEPARTMENT FOR REVIEW AND RETURNED TO SUPPLY DEPARTMENT. SUPPLY WILL SEND OUT CANCELLATION REQUESTS ON ALL MATERIAL NO LONGER NEEDED, FOLLOWUPS ON ALL VALID REQNS REQUIRING FOLLOWUPS AND MAKE DUMMY RECEIPTS ON ALL MATERIAL MARKED AS RECEIVED.

NOTE: RECOMMENDED RUNNING ALL MONTHLY REPORTS AT THE END OF THE MONTH IN THE FOLLOWING ORDER:

<u>REPORT #</u>	<u>TITLE</u>
131	GLOBAL LEVEL SETTING\
025	OPTAR DOCUMENT T/L REPORT
026	OPTAR DOCUMENT T/L LETTER
021	MECHANIZED BOR (TRIAL)
049	MESSAGE BOR (TRIAL & LIVE)
071	REQN HISTORY FILE
067	GBI LISTING
068	LBI LISTING
085	BUDGET STATUS REPORT
132	DEMAND EFFECTIVENESS REPORT
165	INTERNAL MOV
073	OUTSTANDING REQN FILE LIST
064	ISSUE LISTING
042	STOCK STATUS LISTING (SHELF LIFE)

042 STOCK STATUS LISTING (SUPPLEMENTAL)

E. BIMONTHLY REPORTS

REPORT 25/26

TITLE: OPTAR DOCUMENT TRANSMITTAL REPORT/LETTER
RETENTION: 5 FISCAL YEARS
PROCESSING: PROCESSED ON THE 15TH AND AT THE END OF THE MONTH.
VALIDATE ALL OBLIGATION DOCUMENTS AGAINST THIS REPORT.

REPORT 095

TITLE: TRANSACTION LEDGER (TRIAL AND LIVE)
RETENTION: 1 YEAR
PROCESSING: THIS REPORT IS HELD FOR AUDITING TRANSACTIONS AGAINST STOCK RECORD CARDS. IT RECORDS ALL ACTIONS AGAINST STOCK RECORD CARDS INCLUDING, ISSUES, RECEIPTS, TRANSFERS, LBI/GBI'S, AND ACTUAL CHANGES TO THE STOCK RECORD CARD (I.E., PRICE CHANGES, LOCATION CHANGES).

F. WEEKLY REPORTS

REPORT 29

TITLE: REORDER REVIEW LIST
RETENTION: CURRENT
PROCESSING: REVIEW ALL ALLOWANCE TYPE CODE 1'S FOR STOCK DEFICIENCIES IN ALLOWANCE OR QUALIFICATION AS SIM. REVIEW ALL AT CODE 4'S AND 8'S FOR POSSIBLE STOCKING, TAKING INTO ACCOUNT PRICE, SIZE, AND FUTURE USE. IF IT IS DETERMINED THAT MATERIAL NOT REQUIRED STOCK RECORD CARD CAN BE DELETED ON ALL AT CODE 4'S & 8'S. THE ALLOWANCES CAN BE RETURNED TO NORMAL TOA LEVELS FOR AT CODE 1'S IF IT IS DETERMINED THAT FUTURE REQUIREMENTS CAN BE SATISFIED BY THAT ALLOWANCE. **THIS LISTING SHALL BE REVIEWED BY THE LEADING SK AND SUPPO.**

REPORT 74

TITLE: REQUIREMENT LIST
RETENTION: CURRENT
PROCESSING: THIS LISTING IS USED TO DETERMINE IF REQUIREMENTS HAVE BEEN ENTERED INTO THE COMPUTER AND HAVE NOT HAD REQUISITION NUMBERS ASSIGNED. LOOK FOR OVERAGED REQUIREMENTS AND DELETE IF NOT STILL REQUIRED. REQUIREMENTS SHOULD NOT NORMALLY STAY ON THIS LISTING LONGER THAN ONE DAY FOR URGENCY A, 48 HOURS FOR URGENCY B, AND ONE WEEK FOR URGENCY C.

REPORT 164

TITLE: PENDING MATERIAL SURVEY LIST
RETENTION: 3 FISCAL YEARS
PROCESSING: THIS LIST IS GENERATED BY MICRO-SNAP ON ALL ITEMS THAT BECAUSE OF AN LBI ARE REQUIRED TO BE SURVEYED. REVIEW LIST, CONDUCT RESEARCH TO DETERMINE IF SURVEY IS INDEED REQUIRED (IE. SPOT INVENTORIES, SUBSTITUTE NSN'S, MULTIPLE LOCATIONS). GENERATE SURVEYS AS REQUIRED. **THIS LISTING SHALL BE REVIEWED BY THE LEADING SK AND SUPPO.**

G. DAILY REPORTS

REPORT 045/097

TITLE: TECH EDIT LISTING
RETENTION: 30 DAYS
PROCESSING: THIS LIST IS USED TO VERIFY FEDLOG DATA ON ALL REQUIREMENTS INPUT INTO SNAP PRIOR TO THE DEPARTMENT HEAD'S APPROVAL. IF MATERIAL REQUESTS ARE BEING TECH EDITED PRIOR TO BEING INPUT INTO SNAP THEN THIS LISTING IS NOT REQUIRED.

H. AS REQUIRED

REPORT 076

TITLE: REQUISITION STATUS EXCEPTION
RETENTION: CURRENT
PROCESSING: THIS LISTING IS PRODUCED AFTER STATUS IS UPLOADED INTO MICRO SNAP. IT LISTS ALL STATUS NOT ACCEPTED DUE TO MISMATCH AND ALL CANCELLATION RECEIVED. VALIDATE ALL MISMATCHES AND POST STATUS IF REQUIRED. FORWARD CANCELLATIONS TO OPTAR RECORDSKEEPER. ALL CANCELLATIONS FOR DTO REQNS SHOULD BE RESEARCHED AND INFORMATION FORWARDED TO THE CUSTOMER TO DETERMINE IF THE ITEM NEEDS TO BE REORDERED. ALL CANCELLATIONS FOR STOCK REQNS SHOULD BE RESEARCHED TO DETERMINE THE REASON FOR CANCELLATION. IF THE ITEM WAS CANCELLED BECAUSE IT WAS OBSOLETE, APPROPRIATE ACTION SHOULD BE TAKEN TO UPDATE THE COSAL AND STOCK RECORD CARD (SRC).

REPORT 163

TITLE: EXPENDITURE LOG
RETENTION: 3 FISCAL YEARS
PROCESSING: USE THIS LIST TO VERIFY THAT ALL EXPENDITURE SOURCE DOCUMENTS ARE ON FILE. PRODUCED AT END OF FISCAL YEAR AND RETAINED FOR HISTORY. THIS LISTING CAN BE GENERATED ANYTIME DURING THE FISCAL YEAR TO ENSURE THE EXPENDITURE RECORDS ARE ACCURATE AND UP TO DATE.

APPENDIX K**AREA I: FOOD****A. MENU PLANNING****GENERAL:**

Note: All references for numbers 1-35 are NAVSUP P-421, Chp 5, unless otherwise indicated.

	YES	NO
1. Menu reflects efficient use of manpower and equipment.		
2. Menu planned using Armed Forces Recipe Service and /or locally approved recipes. (NAVSUP P-486, Vol I, Rev 3, para 3002)		
3. The field mess menu contains the following appropriate signatures: a. "Prepared by" Senior MS b. First "Approved by" FSO c. Second "Approved by" CO (NAVSUP P-486, Vol I, Rev 3, para 3005-5)		
4. Cycle menus are developed which saves time and allows an easier and more thorough analysis. (NAVSUP P-486, Vol I, Rev 3, para 3005)		
5. A three week cycle menu was developed and priced out to determine the financial feasibility prior to the commencement of the DFT/FEX.		

HEALTHY FOOD OPTIONS/WEIGHT CONTROL

	YES	NO
6. Religious/Vegetarian MREs are available through the Navy Supply System. Periodic surveys of Battalion personnel were taken to determine demand. Results of the surveys are reflected in the three week cycle menu. (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Section I)		

7. Menu provides reduced calorie/healthy food options when practical.
- a. A low calorie salad dressing,
 - b. Low fat milk (when practical),
 - c. An acceptable low calorie vegetable choice,
 - d. A lower calorie, healthy dessert (such as fruit),
 - e. An egg without added fat,
 - f. Salad bar includes a tossed green salad (whenever possible)
 - g. Smaller portions made available upon request.
8. Breakfast includes a good source of Vitamin "C".
9. Maximum use is made of the salad bar when practical.
10. Combinations are acceptable to most people.
11. Effective use is made of the verity available in the AFRS.
12. Innovation is used.
13. The following characteristics were considered: Color, texture, flavor and shape.
14. Soup ingredients differ from other menu selections (i.e: tomato sauce - tomato soup).

YES	NO

MENU TERMS, PUNCTUATION, LEGIBILITY

15. The menu is legible with correct punctuation and spelling.
(NAVSUPINST 4061.11 series, Section 1-E-1 and 4)
16. Brand names are not used.
(NAVSUPINST 4061.11 series, Section 1-E-2)

YES	NO

B. PREPARATION, ACCEPTABILITY, CONSERVATION**GENERAL**

	YES	NO
17. Field messes having more than (1) MS assigned are properly utilizing the NS 1090. (GMs having less than 8 MSs may use the modified NS 1090) (NAVSUP P-486, Vol I, Rev 3, 3101-3)		
18. NAVSUP 1090's are retained for 24 months. (NAVSUP P-486, Vol I, Rev 3, Appendix B)		
19. Standard and locally approved recipes were properly converted and used effectively in food preparation.		
20. Appropriate food preparation thermometers were on hand, accurate, and used effectively in food preparation.		
21. Standard volume measuring devices and scales were on hand, accurate, and used effectively in food preparation.		
22. All food items prepared were being sampled during preparation and prior to serving. (NAVSUP P-421, Chp 6)		
23. Progressive cooking principles were practiced. (NAVSUP P-421, Chp 6)		
24. Number of personnel to be fed is accurately estimated. (NAVSUP P-486, Vol I, Rev 3, para 2000-2003).		
25. Food Preparation Worksheet (NAVSUP 1090) is being used effectively as a management tool. (Use NS 1090 worksheet (attachment A) and matrix (attachment B) to determine adjective grade). (NAVSUP P-486, Vol I, Rev 3, para 3101)		

C. SERVING TECHNIQUES

	YES	NO
26. All food placed on the serving line was kept covered until served. (NAVSUP P-421, Chp 5)		

28. Servers are courteous and spills are promptly cleaned.
(NAVSUP P-486, Vol I, Rev 3, 3200-3201)
29. Dinnerware is in adequate supply, properly air dried,
appropriately cooled/warmed and arranged for efficiency.
(NAVSUP P-486, Vol I, Rev 3, para 3201)
30. Food is served using properly sized and configured trays,
pans, plates, utensils etc... (NAVSUP P-421, Chp 5)

YES	NO

AREA II: ADMINISTRATION**A. FINANCIAL RECORDS AND RETURNS****DD FORM 200**

1. DD 200 was prepared in all cases where personal responsibility is evident, there is an indication or suspicion of fraud or theft and the loss is over \$50.00 per line item. (NAVSUP P-486, Vol I, Rev 3, para 6001.7a)
2. DD 200 was properly prepared and distributed and posted to the camp's food service financial returns at the conclusion of the exercise/operation.
(NAVSUP P-486, Vol I, Rev 3, para 6001 and 6001-8)

YES	NO

DD FORM 1155

3. DD 1155 used for definite delivery and indefinite delivery contracts are properly prepared and distributed.
(NAVSUP P-486, Vol I, Rev 3, para 4203)
4. Medical representative signed DD 1155 certifying that food items received from commercial vendors were fit for human consumption over stamped or typewritten name and rank/rate. When receipt inspection was performed at central inspection point by military veterinary service or PMU personnel, and proof of inspection was on vendor's invoice, the name of the inspection unit was entered instead of the signature.
(NAVSUP P-486, Vol I, Rev 3, para 5101-5102)
5. Upon completion of processing of dealer's bills for payment, copy of DD 1155's were placed in the completed purchase order filed and has annotated the following:
 - a. Date and number of dealer's bill,
 - b. Date forwarded for payment, and
 - c. Forwarded to.
 - d. Properly posted to the camp's returns at the conclusion of the operation/exercise.
 (NAVSUP P-486, Vol I, Rev 3, para 4203-4)

YES	NO

6. Bulk storeroom custodian or DFT LMS as applicable records and circles exact quantities received and signs and dates the responsibility statement that was entered on the DD 1155. (NAVSUP P-486, Vol I, Rev 3, para 5000 and 5003)

NAVSUP FORM 335

7. A separate NS 335 was prepared for each item carried in stock. (NAVSUP P-486, Vol I, Rev 3, para 5401-1)
8. Accurate items names, stock numbers, and units of issue were recorded on all NS 335 ledgers. (NAVSUP P-486, Vol I, Rev 3, para 5402-1)
9. Current fixed prices have been recorded on all NS 335s. (NAVSUP P-486, Vol I, Rev 3, para 5402-1)
10. The current last receipt prices rounded to the nearest whole cent has been recorded on all NS 335s. (NAVSUP P-486, Vol I, Rev 3, para 5402-1)
11. Receipts are properly posted to all NS 335s on the day of the receipt. (NAVSUP P-486, Vol I, Rev 3, para 5402-1)
12. Surveys are properly posted to all NS 335s on the day the survey was approved. (NAVSUP P-486, Vol I, Rev 3, para 6001-9)
13. Field mess issues and turn-ins are properly posted to all NS 335s on the day of consumption or turn-in. (NAVSUP P-486, Vol I, Rev 3, para 6101-6)
14. Transfers are properly posted to all NS 335s on the day of the transfer. (NAVSUP P-486, Vol I, Rev 3, para 6206)
15. Sales of subsistence are properly posted to all NS 335s on the day of sale. (NAVSUP P-486, Vol I, Rev 3, para 6308)
16. Inventories were accurately transcribed to all NS 335s from the original subsistence inventory sheets. (NAVSUP P-486, Vol I, Rev 3, para 7103 and 7104)

YES	NO

	YES	NO
17. All inventory adjustments greater than 5% of total expenditures were investigated and initialed by the food service officer. (NAVSUP P-486, Vol I, Rev 3, para 7103)		
18. Inventory adjustments were properly posted to the camp's food service financial returns at the conclusion of the exercise/operation. (COMSECOND/COMTHIRDNCBINST 4400, Chp 8, Sect I)		

NAVSUP FORM 338

	YES	NO
19. The supplemental food or special food allowances for rations fed per day was not claimed due to bulk posting at the conclusion of the DFTs. (COMSECOND/COMTHIRDNCBINST 4400, Chp 8, Sect I)		
20. Food service officer/DFT OIC reviews the NS 338 on a daily basis (or at least weekly) via the fastest means of communication possible i.e.: FAX, commercial courier, to ensure proper financial control of the mess and that the operation is within the established monetary allowances. (NAVSUP P-486, Vol I, Rev 3, para 6102 and 6103)		
21. NS 338 was properly prepared and posted on a daily basis. (NAVSUP P-486, Vol I, Rev 3, para 6102 and 6103)		
22. A comparison between the total food cost in column (17) of the NS 338 with the actual stores consumed figure on the NS 1358 does not exceed 2%. (NAVSUP P-486, Vol I, Rev 3, para 6104 and 7210)		
23. The rations recorded on the monthly NS 338 matches the rations claimed on the monthly NS 1292. Ration differences resulting from daily rounding did not exceed 13 rations. (NAVSUP P-486, Vol I, Rev 3, para 6103 and 7011) & (COMSECOND/COMTHIRDNCBINST 4400, Chp 8, Sect I)		
24. Full ration credit for all enlisted personnel is taken for each day during the field operation/exercise. (COMSECOND/COMTHIRDNCBINST 4400, Chp 8, Sect I)		

NAVSUP FOR 1046

25. NS 1046 is properly maintained for the credit of meals from the field mess.
(NAVSUP P-486, Vol I, Rev 3, para 2202-3)
26. Each mess member signed in the name block of the NS 1046 acknowledging approval of the meal tally when the optional procedures for maintaining the NS 1046 is used.
(NAVSUP P-486, Vol I, Rev 3, para 2201-2)
27. Payment for all meals sold on a credit basis was collected prior to the detachment of an individual from the DFT site or at the conclusion of the exercise/operation.
(COMSECOND/COMTHIRDNCBINST 4400, Chp 8)

YES	NO

NAVSUP FORM 1059

USED FOR INVENTORIES

28. Spot inventories. A weekly minimum of all of the subsistence in the bulk storeroom was inventoried by the DFT LMS.
(COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect I)
29. Each page of the rough inventory was signed by the individuals participating in the inventory.
(NAVSUP P-486, Vol I, Rev 3, para 7103-3c-d)
30. An inventory of 20 food items showed a stock validity of 95% or better (use inventory validity worksheet, attachment "D")
(NAVSUP P-486, Vol I, Rev 3, para 7101)

YES	NO

USED FOR SUMMARY OF ISSUES TO THE FIELD MESS

	YES	NO
31. The total quantity of each item consumed at the DFT field mess as indicated on the NS 335s were accurately recapped on the fixed price list (issued by the food service division (SUP 51) then bulk posted into the camp's food service financial documents. (NAVSUP P-486, Vol I, Rev 3, para 6104, 7202, and 7202-3) & (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect I)		
32. Quantities were extended at fixed price (last receipt price if there is no established fixed price) and totaled. (NAVSUP P-486, Vol I, Rev 3, para 6100 and 6102)		
33. Food service officer signature certifying issues to the field mess on the NS 1059. (NAVSUP P-486, Vol I, Rev 3, para 7202-3)		
34. Last receipt prices were entered on the fixed price list that summarized issues to the field mess for the following food items: U77, U82, U86, U88, U90, W66, W68, W88, and W92. (NAVSUPNOTE 7330)		

NAVSUP 1282**GENERAL**

	YES	NO
35. Food service officer has procedures in place to control each issue document. All serial numbered originals are accounted for. (NAVSUP P-486, Vol I, Rev 3, para 6100 and 6101)		
36. Each food items listed on the NS 1282 has the subsistence item code listed and are in the order as they appear on the NS 1059. (NAVSUP P-486, Vol I, Rev 3, para 6100 and 6101)		
37. Appropriate signatures were annotated on all NS 1282s. (NAVSUP P-486, Vol I, Rev 3, para 6100 and 6101)		

38. Original issue documents are kept in the accountability file.
(NAVSUP P-486, Vol I, Rev 3, para 6101-6)
39. Issue documents were pre-serialized prior to deployment to the DFT field mess site.
(COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect I)

YES	NO

GENERAL MESS ISSUES

40. All items on the issue documents were required to prepare the menu.
(NAVSUP P-486, Vol I, Rev 3, para 6100 and 6101-5)
41. Quantities that were issued were not in excess of requirements.
(NAVSUP P-486, Vol I, Rev 3, para 6100 and 6101-5)
42. Issue documents are price extended at fixed price (last receipt price when there is no fixed price)
(NAVSUP P-486, Vol I, Rev 3, para 6100 and 6101)
43. Unprepared food items left over at the end of the day (intended for use that day) are returned to the storeroom on the same day.
(NAVSUP P-486, Vol I, Rev 3, para 6101)

YES	NO

NAVSUP FORM 1291

44. NS 1291s are serialized and the headings completed prior to each meal.
(NAVSUP P-486, Vol I, Rev 3, para 2303)
45. Separate forms are prepared for each category of personnel.
(NAVSUP P-486, Vol I, Rev 3, para 2303)

YES	NO

NAVSUP FORM 1292

	YES	NO
46. The NAVSUP 1292 is properly filled out with all categories of personnel. (NAVSUP P-486, Vol I, Rev 3, para 2304)		
47. A monthly or quarterly audit (based on command procedures was conducted on the monthly records and supporting documents). (NAVSUP P-486, Vol I, Rev 3, para 2304 and 2305)		
48. The NAVSUP 1292 was properly prepared and all head counts were tallied for the entire period of the DFT and were posted to the camp's financial returns at the conclusion of the exercise. (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect I)		

NAVSUP FORM 1334

	YES	NO
49. NS 1334 was prepared in all cases where: a. Material was short or lost in shipment, and the value of the loss was less than \$50 per line item, b. Food items were lost as a result of physical deterioration, veterinary sampling, damage in handling, fire, water, or similar circumstances, and the value of the loss was \$50 or less per line item or the loss of several line items for the same reason in \$300 or less. (NAVSUP P-486, Vol I, Rev 3, para 6002)		
50. NS 1334 was properly prepared and distributed. (NAVSUP P-486, Vol I, Rev 3, para 6002-2)		
51. Last receipt price was used as the unit price to extend the NS 1334. (NAVSUP P-486, Vol I, Rev 3, para 6002-3)		
52. Signature of the food service officer was indicated on each line items expended as they occur or a single signature at the end of the quarter for FSM users. (NAVSUP P-486, Vol I, Rev 3, para 6002)		

53. NS 1334 was properly closed out at the end of the accounting period (or upon relief of the FSO) to include totaling money value and assignment of a document number.
(NAVSUP P-486, Vol I, Rev 3, para 6002)
54. All loss without survey items were properly accounted for at the conclusion of the DFT exercise/operation.
(COMSECONDNCB/COMTHIRDNCBINST 4400., Chp 8, Sect I)

YES	NO

PROCUREMENT, RECEIPT, STORAGE

PROCUREMENT

55. Only food items authorized for use in the field mess as listed in the group 89 catalog were procured and expended in the field mess.
(NAVSUP P-486, Vol I, Rev 3, para 4100)
56. Subsistence items purchased from a foreign source were not excessive in quantity and completely consumed or properly disposed of prior to entering a U.S. port.
(NAVSUP P-486, Vol I, Rev 3, para 4101)
57. Operational rations have major claimant and SUP 51 approval.
(NAVSUP P-486, Vol I, Rev 3, para 2605)

YES	NO

RECEIPT

58. Commanding officer's letter of authority is on hand appointing an individual to receive subsistence items in the absence of the food service officer or his/her assistant.
(NAVSUP P-486, Vol I, Rev 3, para 5000 and 5202-3)
59. Receipt inspector circled quantity actually received and signed all receipt documents.
(NAVSUP P-486, Vol I, Rev 3, para 5200 and 5202-3)

YES	NO

60. Receipt invoices and delivery documents contained the statement that the bulk storeroom custodian accepted responsibility for the custody of the subsistence items received.
(NAVSUP P-486, Vol I, Rev 3, para 5204)

YES	NO

AREA III: MANAGEMENT

A. GENERAL

1. Monthly and quarterly reports were NOT submitted separately to NAVSUP (code 51) when a field mess was established to support a Deployment for Training (DFT) exercise. Monthly and quarterly reports were submitted to the cognizant BRIGADE at the conclusion of the Deployment for Training (DFT) exercise.
2. Monthly and quarterly reports were submitted separately to NAVSUP (code 51) when a field mess was established to support a Field Exercise (FEX).
3. A Requisition and Invoice Shipping Document (DD 1149) was used to obtain subsistence needed for use at DFT sites from the camp field mess. The Food Service Officers properly performed a "Transfer Out" to themselves using the camp's UIC to expend subsistence items from the camp's Subsistence Ledgers (NAVSUP 335) to the DFT account.
(COMSECONDN/COMTHIRDNCBINST 4400., Chp 8, Sect I)
4. Accurate maintenance of all manual food service records at each DFT site was established. All reports (NS 1282, NS 1334, NS 1292 etc) were accurately bulk posted to the camp's food service financial returns at the conclusion of each DFT exercise.
(COMSECONDN/COMTHIRDNCBINST 4400., Chp 8, Sect I)

YES	NO

	YES	NO
5. The following types of field messes were properly established to operate in support of NCF units. a. Overseas ashore dining facilities in support of main camp operations. b. Field mess units operating in support of annual Field Exercises (FEX). c. Field mess units operating in support of Deployment for Training (DFT) exercises. (COMSECOND/COMTHIRDNCBINST 4400., Chp 8)		
6. All levels of supervisory management thoroughly understand all phases of food service operations for which they are responsible. (NAVSUP P-486, Vol I, Rev 3, Chp 1)		
7. Professionalism of personnel indicates pride in their work. (NAVSUPINST 4061.11 series)		
8. Contingencies are established to facilitate meeting commitments during unique operational periods. (NAVSUP P-421, CHP 9)		
9. Applicable NAVSUP directive are followed. (AS APPLICABLE)		
10. Required food service publications and notices were current and up to date. (NAVSUP P-421, CHP 8)		

B. SECURITY

	YES	NO
11. The grand master, master, duplicate master, and original keys are properly maintained. (NAVSUP P-486, VOL I, REV 3, para 1202-3)		
12. Command and/or department instruction is in effect providing the location of a special duplicate key locker, control access to the locker, and limits on the use of duplicate keys. (NAVSUP P-486, VOL I, REV 3, para 1202-3)		

	YES	NO
13. All padlocks used to secure food service spaces are of a key type and contain dead bolts with pin tumbler types and consists of either brass or bronze. (NAVSUP P-486, VOL I, REV 3, PARA 1202-2 and 1202-3)		
14. All storage spaces are identified to indicate function and contents. The person responsible for the space is listed as well as a contact in an emergency. (NAVSUP P-486, VOL I, REV 3, PARA 1200 and 1202)		
15. A secured safe with a three tumbler combination lock or a locked container within a safe of this type is being used for the safekeeping of funds. (NAVSUP P-486, VOL I, REV 3, PARA 2202)		

AREA IV: FACILITIES, EQUIPMENT, AND UTENSILS

	YES	NO
1. The field dishwashing area was located away from the food preparation and serving area so that carbon monoxide, smoke, and soot did not blow back into the food service areas. (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)		
2. A field dishwashing unit was set up by using four metal GI cans (approximately 32-gallon size) and immersion heaters. A long-handled brush is to be attached to wash cans numbers two and three. Appropriate personal safety gear should be worn including rubber gloves and rubber apron. The dishwashing battery was set up in the following manner: <ol style="list-style-type: none"> The first GI can was used for collecting garbage. The second GI can was used for prewash and contained a hot (120 F' - 150 F' degrees) detergent solution and a long handled brush. The third GI can was used for rinsing and contained clear, boiling water and a long handled brush. The fourth GI can was used for sanitizing and contained clear, boiling water which was 		

- used to dip dishes for at least 10 seconds.
- e. Mess gear was air dried. No dishcloths were permitted for use.
 - f. The water in the cans was changed as often as necessary to ensure proper cleaning.
 - g. Each can was permanently marked as to its use (e.g., garbage, prewash). These cans were never be used for any other purpose.
- (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)
3. A similar unit was set up for pots and pans using one can for wash, one can for rinse and one can for sanitizing rinse.
(COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)
 4. Cleaning of vat cans is critical and was performed before and after every use. Vat cans were not immersed in water. Inserts and rubber gaskets were removed and washed with soap and water then rinsed in boiling water. After gaskets have been washed and rinsed, they should be placed flat side down on the container to dry and prevent warping.
(COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)
 5. Preparation, filling, pre-heating and pre-chilling of the VAT container was accomplished prior to placing inserts with food into the container. This was accomplished by filling the can with boiling water, ice water, or crushed ice, covering the container, and letting it stand for 30 minutes before use. After filling, each container was labeled across the top of the container lid with the item, date and time of preparation, and number of servings. Foods held for over four hours must be discarded as garbage.
(COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)
 6. Insulated food containers (vat cans) were used to transport, store, and serve hot or cold foods. Each container has three aluminum inserts and a tight fitting cover. Inserts were always used and were filled to capacity (5 1/3 liters/5 2/3 quarts). Inserts of hot food and inserts of cold food were placed in separate containers.
(COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)

	YES	NO
7. Vat cans, ovens, stoves, grills, and other food preparation and serving equipment were thoroughly cleaned and sanitized after each meal period. (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)		
8. Facilities, equipment, and utensils are used in the most efficient manner possible and operated properly. (NAVSUP P-421, Chp 9)		
9. Thermostats are calibrated for all applicable filed messing equipment. (OPNAVINST 4790.4 series)		

AREA V: SAFETY

	YES	NO
1. Safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, and machinery guards are in place and in proper operating condition. (NAVSUP P-421, Chp 3/GSFS 0701)		
2. Support stanchions, toggle pins or safety support chains are in place. (GENSPECS 651B, 622, 624B, 552N)		
3. Preventive maintenance on fire safety equipment (CO2/PKP bottles) was in periodicity. (OPNAVINST 4790.4 series/NSTM 555)		
4. Personnel are aware of and educated in the proper emergency procedures and use of emergency/safety devices.		
5. Safety hazards such as slippery floors, hot pipes, etc... do not exist. (NAVSUP P-421, Chp 3)		
6. All operating instructions, safety, sanitation, fire precautions, and no smoking placards are permanently posted. (NAVSUP P-421, Chps 2 and 3)		

7. Personnel display sufficient caution when handling and operating all utensils and equipment.
(NAVSUP P-421, Chps 2 and 3)
8. A heat stress program is in effect with appropriate instructions, logs, forms, and reports being maintained and adhered to. (OPNAVINST 5100.23 series)
9. Integral electrical wiring on all equipment is mounted and secured properly. There is not evidence of electrical shock hazard in any food service space.
(GENSPEC 320/U.L standards)
10. Chill and freeze storerooms are configured with the capability for emergency escape and emergency escape procedures are posted inside. (GENSPECS 332b)
11. Food service personnel are provided with protective clothing (i.e: rubber gloves and aprons, face shields, and chemical safety goggles) for the performance of their duties.
(NAVSUP P-421, Chp 1)
12. Knives and cutlery shall be stored and secured in provided knife racks. (NAVSUP P-421, Chp 3 and GSFS 651)

YES	NO

AREA VI: TRAINING

1. All food service personnel have received a minimum of 6 hours of initial and 6 hours annual refresher food sanitation training. Food service training certificates are current for all food service personnel.
(NAVMED P-5010, Chp I, Art 1-55)
2. Individual mess management specialists demonstrates effectiveness of training received.
(NAVSUP P-421, Chp 8)

YES	NO

AREA VII: SANITATION

NOTE: ALL ARTICLES LISTED AS REFERENCES COME FROM THE NAVMED P-5010, Chp I UNLESS OTHERWISE INDICATED.

A. FOOD STORAGE AND FOOD PROTECTION

	YES	NO
1. Foods requiring rehydration, such as powdered eggs, were handled as fresh food items once they are rehydrated. (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)		
2. All food, except self-service items, were served by a physically qualified and properly trained cook or food service attendant. (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)		
3. Self-service areas were only authorized for pre-packaged items such as individual cartons of milk, salt, pepper, syrup, catsup, mustard, and mayonnaise. Individual cartons of milk will be displayed in drainable trays containing ice. Ensure the top portion of the carton is not submersed in the ice. (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)		
4. Care must be exercised with fruits and vegetables obtained from the local economy, particularly in areas where "manure" is used as a fertilizer. These products were soaked in 100 ppm Free Available Chlorine (FAC) solution for 15 minutes or a 50 ppm FAC solution for 30 minutes and thoroughly rinsed with potable water before serving. (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)		
5. Sandwiches, when offered, were be prepared as close as possible to serving time. Condiments such as salad dressing, mustard, etc., were provided in individual packets only and applied by the patron. Salad-type fillings, such as egg, tuna and poultry, were prohibited. (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)		
6. The saving of leftovers is strictly prohibited . All leftovers were disposed of as garbage after each meal. (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)		

	YES	NO
<p>7. Frozen foods were thawed under refrigeration. Foods may be thawed at room temperature (80°F) when no refrigeration is available. The product must be cooked immediately, or as soon as possible, once thawed. Frozen foods that have thawed will never be refrozen. The following conditions must be met:</p> <ul style="list-style-type: none"> a. Room temperature does not exceed 80 degrees (F). b. Meat, poultry and fish remain in their original, sealed wrappers or containers. c. Proper precautions are taken to ensure potentially hazardous food items are not allowed to remain at room temperature once thawed. d. The medical department representative is notified. <p>(COMSECOND/COMTHIRDNCBINST 4400, Chp 8, Sect II)</p>		
<p>8. Chopping and grinding of meat in the field is prohibited. When meats need to be pre-sliced, they will be carefully protected and refrigerated or cooked immediately.</p> <p>(COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)</p>		
<p>9. Food and milk are wholesome, procured from approved sources and properly inspected upon receipt.</p> <p>(ARTICLE 1--5,1-19,1-24)</p>		
<p>10. Milk and milk products are stored at temperatures of 40°F or below until served. temperature of the milk dispenser cabinet is between 32°F and 40°F. The service tubes are cut with a sanitized cutting instrument at a point 1/4" below the termination of the dispensing mechanism. (ARTICLE 1-21)</p>		
<p>11. All refrigerated storage spaces (including milk dispensers, refrigerated display cases and salad bars, field mess pantry reach-in reefers, bulk reefers and freezers) are maintained at the following temperatures and have a relative humidity of 85 to 90 percent:</p> <ul style="list-style-type: none"> a. Freezers 0°F or below b. Dairy products box 32°F to 34°F c. Chilled bulk storage 33°F to 36°F d. Thaw box 36°F to 38°F e. Reach in reefer 34°F to 40°F (ARTICLE 1-34) 		
	YES	NO

12. Fresh and frozen foods are protected from the influence of decayed foods, contamination, and spoilage and correctly loaded to allow for adequate circulation. Food items which have been removed from their original containers and stored in refrigerated spaces are covered with suitable nonabsorbent material with labels indicating contents. Frozen foods are correctly thawed and not refrozen. (ARTICLE 1-21, 1-34, 1-39)
13. Semiperishable foods are adequately protected from spoilage due to improper storage practices including excessive temperatures and moisture, lack of adequate ventilation, and insufficient stock rotation. (ARTICLE 1-32)
14. Food containers (cans, boxes, bags) are not dented, torn or crushed and are labeled. The integrity of food products are maintained. (ARTICLE 1-28 and 1-29)
15. Potentially hazardous foods and beverages are protected from contamination and meet time and temperature requirements as follows: (ARTICLE 1-39 and 1-44)
 - a. Food items are labeled with time and date prepared and the discard date.
 - b. Elapsed time in which foods are held between 40°F and 140°F does not exceed 4 hours.
 - c. Food served cold or saved as leftovers are placed in shallow pans (food depth not more than 3") and cooled to 40°F within 4 hours.
 - d. Leftover foods are not being retained over 36 hours when properly chilled at 40°F or below or 5 hours when maintained hot 140°F or higher.
 - e. Unsliced bulk meat items prepared within the facility that have been covered and placed directly from cooking into refrigeration are served or disposed of within 60 hours of preparation.

- f. Commercially prepared luncheon meat loaves and high moisture cheeses are served or disposed of within 120 hours of first being removed from the original container and cut.
- g. Dry or semi-dry sausage and hard natural cheeses are visually inspected prior to serving and discarded at the first sign of deterioration.

YES	NO

B. FIELD MESS SPACES, EQUIPMENT AND UTENSILS

16. Refrigerated storage spaces are properly constructed, installed, and cleaned. Frost or glaze ice was not allowed to accumulate more than 1/4" in thickness on the interior surfaces or on the refrigeration coils.
17. Thermometers or air measuring devices are readily observable easily readable, numerically scaled, and accurate to +3°F at the critical range in all refrigerated spaces. (ARTICLE 1-34)
18. Temperatures of all bulk cold storage spaces are logged at least twice daily. (ARTICLE 1-34)
19. Only food items are stored in food storage spaces (storerooms, refrigerators, food lockers, etc...) (ARTICLE 1-34)
20. All surfaces of equipment or utensils which come in direct contact with food are impervious, corrosion resistant, of smooth construction and are kept clean and properly sanitized. Cracks/crevices and open seams are sealed to prevent food particles and foreign matter from accumulating. (ARTICLE 1-8 and 1-15)

YES	NO

	YES	NO
21. Cutting boards, knives, peelers, and slicers have smooth surfaces and are free of crevices and nicks. (ARTICLE 1-15)		
22. Food service equipment and utensils are properly maintained, serviced, cleaned, and sanitized. (ARTICLE 1-15)		
23. All sponges and cleaning cloths used for cleaning field mess utensils and equipment are washed and sanitized after each meal. (ARTICLE 1-15)		
24. Manual dishwashing is accomplished in accordance with correct procedures and in properly designated three compartment sinks. a. wash temperature: 95°F to 125°F b. Rinse temperature: 120°F to 140°F c. Sanitizing temperature: 170°F for over 30 seconds or 1 minute in approved sanitizing solution. (ARTICLE 1-9)		
25. Equipment and utensils are properly air dried, handled and stored after being washed. (ARTICLE 1-9)		
26. No unauthorized supplies are present or in use such as unauthorized soap and steel wool.(ARTICLE 1-10 and 1-15)		

C. PERSONNEL

	YES	NO
27. Physical examinations for food service personnel are current. (ARTICLE 1-53)		
28. Personnel performing food service duties are free from communicable diseases and open lesions on the exposed portions of their bodies. (ARTICLE 1-53)		
29. Food service personnel are physically clean, wearing clean garments and practicing good personal hygiene and proper food handling procedures. (ARTICLE 1-53)		

	YES	NO
30. Caps, hairnets or other effective hair restraints are worn to prevent hair from falling into food. beards are completely covered with a "snood" or beard bag at all times while preparing, handling, and serving food or while cleaning and sanitizing food contact surfaces. (ARTICLE 1-55)		
31. Food service personnel do not use tobacco in any form in areas where food is prepared, served, or stored or where dishes and utensils are washed. "NO SMOKING" signs are posted in these areas. (ARTICLE 1-55)		
32. Clothing and personal effects of food service personnel are not kept in food preparation and serving areas: nor are personnel using these areas for changing their clothes. (ARTICLE 1-55)		

D. WATER AND ICE SANITATION

	YES	NO
33. Ice machines used field messes are to be scrupulously maintained. These units will not be operated as self-service types of equipment. The scoops are to be properly washed and sanitized at least daily. The use of ice chests by individuals or groups will be discouraged. Proper bacteriological tests are required as discussed in the NAVMED P-5010. (COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)		
34. Sufficient potable water is supplied from approved sources, protected against contamination and meets current water quality. (ARTICLE 1-61)		
35. Ice is procured from approved sources, and/or manufactured from potable water from ice making machines or ice flakers that are located, installed, operated, and maintained in a sanitary manner. Ice from approximately 1/4 of the ice machines are bacteriological sampled weekly. (ARTICLE 1-61)		

36. Ice scoops are stored handle up in a freely draining metal bracket outside the ice storage compartment or in a metal bracket installed with the machine. (ARTICLE 1-36)

YES	NO

E. SEWAGE AND PLUMBING

37. Solid wastes were not buried or burned in close proximity to the field mess or messing areas.
(COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)

YES	NO

38. Solid wastes such as garbage, metal cans, plastic, and cardboard were disposed of properly. Methods of disposal consist of compacting, burial or burning. In peacetime, local civilian health authorities were consulted prior to selecting a disposal method. The method to be employed may vary from area to area depending on environmental and tactical situations.
(COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)

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SOAKAGE PITS

39. Soakage pits were constructed to contain waste water from the food service area. Special attention was given to the separation of grease and scrap food particles from the waste water. Grease was contained and not allowed to enter drainage ditches, evaporating beds, leaching fields, or soakage pits as grease will clog the soil, preventing the absorption of the water.
(COMSECOND/COMTHIRDNCBINST 4400., Chp 8, Sect II)

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40. The required soakage pit size (volume) was determined by considering these factors:
- a. The duration of the operation.
 - b. The number of personnel involved.
 - c. The amount of drainage generated per day.
 - d. The expected period of use.
 - e. The absorbent quality of the soil substrate.
- (COMSECOND/COMTHIRDNCBINST 4400, Chp 8, Sect II)

YES	NO

41. Plumbing fixtures, and equipment is properly installed to preclude backflow into the potable water supply system. (ARTICLE 1-61)
42. Other outlets are protected by an air gap twice the effective opening of the potable water outlet diameter. (If the outlet is a distance less than three times the effective opening away from a wall or similar vertical surface, the air gap is three times the effective opening of the outlet). In no case was there an air gap less than 1". (ARTICLE 1-61)
43. Deck drains which are flushed with water for cleaning or which receive discharges from equipment are properly trapped and free of debris and sludge build up. (ARTICLE 1-61)

YES	NO

F. SANITARY FACILITIES, REFUSE DISPOSAL, AND PEST CONTROL

44. Toilet, handwashing sinks and locker rooms are conveniently located and properly equipped. They are maintained in good working order and supplied with soap, single use paper towels and toilet tissue. (ARTICLE 1-59 & 1-62)
45. Heads and locker rooms are clean, neat, free of malodors and in good repair. Head facilities do not open directly into food preparation areas. (ARTICLE 1-59, 1-60 AND 1-62)

YES	NO

	YES	NO
46. Signs instructing personnel to wash their hands with soap and potable water before assuming duty and always visiting the toilet facilities are conspicuously posted in food service and toilet areas. (ARTICLE 1-55)		
47. Garbage and refuse are properly collected in clean, covered, leakproof containers and stored in a manner which precludes nuisance conditions or accessibility to insects and rodents. (ARTICLE 1-63)		
48. Food service facility is adequately protected against the entry and harborage of insects, rodents, birds, and other pests. An effective pest control program is being carried out under the supervision of trained and certified pest control personnel. (ARTICLE 1-34, NAVMED P-5010-8, Art 8-6)		

G. FACILITY STRUCTURE AND HOUSEKEEPING

	YES	NO
49. Floors, walls, ceiling, and attached equipment are properly constructed, well maintained, and free of accumulated dirt, dust and food residues. (ARTICLE 1-57 and 1-60)		
50. The entire facility and surrounding premises used in connection with food service operations are kept neat, clean, and free of litter, refuse and garbage. (ARTICLE 1-58)		
51. Adequately shielded light fixtures, vent covers and fans are maintained in good condition and are easily cleanable. (ARTICLE 1-57 and 1-58)		
52. Food service spaces are adequately ventilated and maintained at comfortable temperatures. (ARTICLE 1-58)		

	YES	NO
53. Cleaning gear (swabs, brushes, etc...) and cleaning supplies (detergents, disinfectants, and other toxic materials) are properly stored. (ARTICLE 1-60)		
54. Food service facilities are inspected twice monthly by a Medical Department representative and findings are recorded on NAVMED 6204/1 and retained copies of completed forms maintained by food service management personnel. If the facility is exempted from twice monthly frequency, it will be inspected at least each month as a minimum. (ARTICLE 1-65 and 1-66)		

H. SITE SELECTION AND LAYOUT

55. The field mess site was near a built-up area with as many good features as possible. the following was taken into consideration: a. Good natural cover. b. Good access roads. c. High and dry ground near a protected slope. d. Adequate operating space. e. Near source of potable water. f. Sandy loam or gravelly soil. (COMSECONDN/COMTHIRDNCBINST 4400, Chp 8, Sect II)		
56. All water in the field should was regarded as contaminated until it was proved to be potable by bacteriological analysis. (COMSECONDN/COMTHIRDNCBINST 4400, Chp 8, Sect II)		
57. All untreated water was considered unsafe until approved by a medical representative. (COMSECONDN/COMTHIRDNCBINST 4400, Chp 8, Sect II)		

I. TRANSPORTATION OF FOOD IN THE FIELD

58. Vehicles used for transporting food were clean, and completely enclosed. Clean tarpaulins, boxes, bags, etc., were used to protect food from contamination by dust, dirt, and the elements.
(COMSECOND/COMTHIRDNCBINST 4400, Chp 8, Sect II)
59. Vehicles used for transporting garbage, trash, chemicals, petroleum products, or similar materials were not used for transporting food unless they have been properly cleaned, sanitized and approved for use by a Medical department representative.
(COMSECOND/COMTHIRDNCBINST 4400, Chp 8, Sect II)
60. If bulk quantities of perishable foods are to be transported over considerable distances, refrigerated containers must be used.
(COMSECOND/COMTHIRDNCBINST 4400, Chp 8, Sect II)

FOOD PREPARATION WORKSHEET
ACTUAL PORTIONS PREPARED VALIDITY CHECK

	DATE	AFRS	MENU ITEM	UI/HD	1282	CONV	1090
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

NAVSUP 1090 GRADE MATRIX

	A	B	C	D	E	F	G	H	I	TOTAL	DATE
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
TOTAL											

A - Actual prepared based on breakout.

B - All required signature blocks were signed.

C - Cooking times and instructions were used effectively.

D - Recipe numbers were indicated for all items served.

E - "Ran out" items were annotated with time/actual headcount.

F - Portions to prepare, actual prepared, and leftovers were documented for all items.

G - Leftovers (cooked/uncooked) were properly accounted for.

H - Acceptability factors were properly computed.

I - Allowed and actual fed blocks were properly filled out.

Multiply total points by .178 to obtain adjective grade. ____ x .178 = ____

Insert adjective grade in element #46 under assigned points. ____ = total pts.

MENU SAMPLING

MENU ITEM SAMPLED	APPEARANCE (0-5)	FLAVOR (0-5)	TEXTURE (0-5)	TEMPERATURE (0-5)	TOTAL (0-20)
SOUP					
SALAD					
ENTRÉE					
VEGETABLE					
STARCH					
DESSERT					
BREAD					
TOTAL					

The maximum points for each menu item under each section is 5 points.

If more than one item per category is served, score each item separately and calculate the average.

Add total points and multiply by .107 to obtain adjective grade: _____ X .107 = _____

Insert adjective grade in element #51 under assigned points.

**INVENTORY VALIDITY WORKSHEET
(40 LINE ITEMS)**

	FIC CODE	NOMENCLATURE	INV COUNT	NS 335 BALANCE	DIFF	NS 335 TOTAL EXPENDED	95% VALIDITY	
							YES	NO
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								

	FIC CODE	NOMENCLATURE	INV COUNT	NS 335 BALANCE	DIFF	NS 335 TOTAL EXPENDED	95% VALIDITY	
							YES	NO
21.								
22.								
23.								
24.								
25.								
26.								
27.								
28.								
29.								
30.								
31.								
32.								
33.								
34.								
35.								
36.								
37.								
38.								
39.								
40.								

GIVE 5 POINTS FOR EVERY ITEM THAT IS WITHIN 95% VALIDITY.
 MAXIMUM POINTS FOR INVENTORY VALIDITY IS 200 POINTS X .15
 INSERT TOTAL POINTS IN ELEMENT #78 UNDER ASSIGNED POINTS.